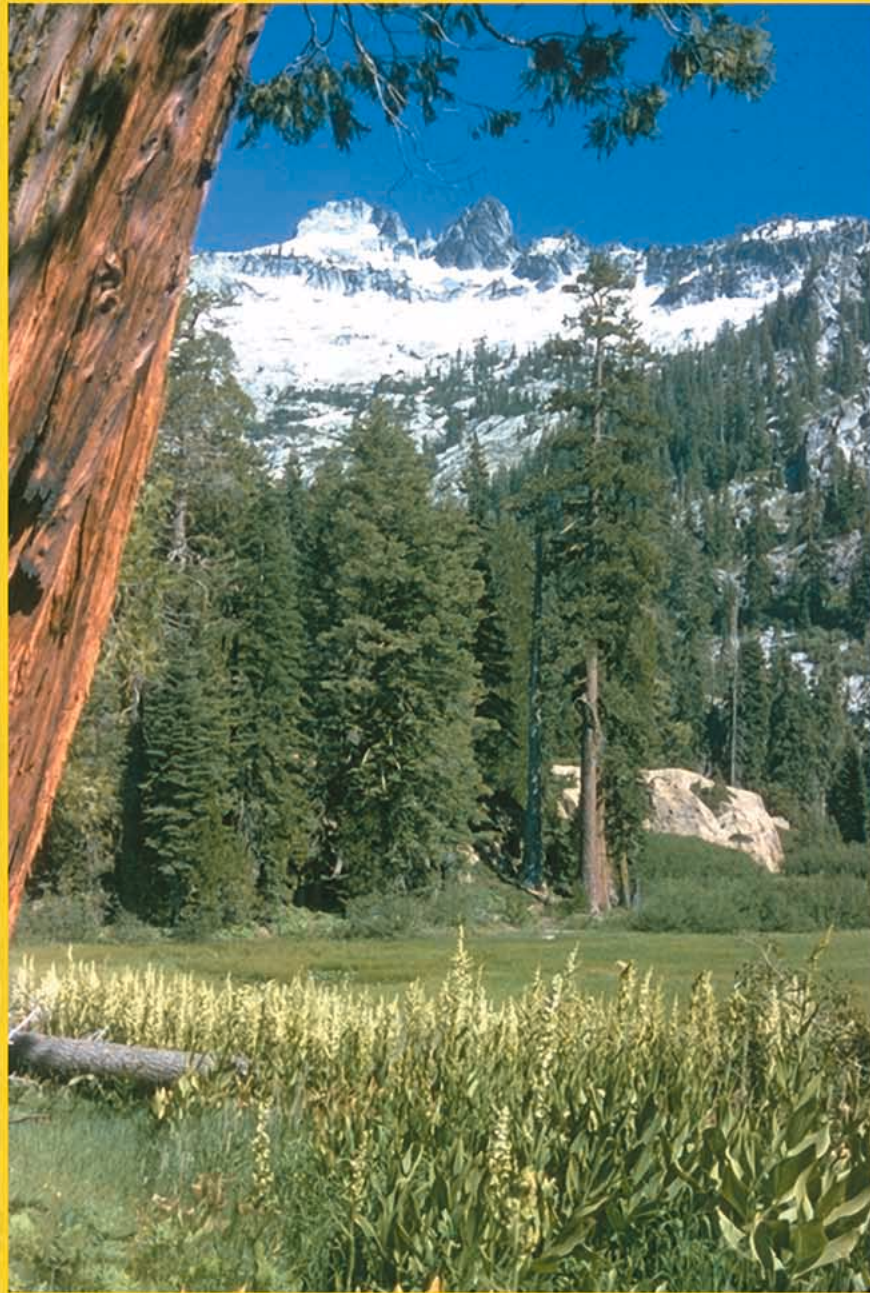


NORTEC



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2003–2004 Occupational Outlook

DEL NORTE • LASSEN • MODOC

PLUMAS • SISKIYOU • TEHAMA • TRINITY

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***DEL NORTE, LASSEN, MODOC, PLUMAS, SISKIYOU, TEHAMA & TRINITY COUNTIES
2003 - 2004***

A PRODUCT OF

The California Cooperative Occupational Information System

SPONSORED BY

Northern Rural Training & Employment Consortium (<http://www.nortec.org>)

California Career Resource Network (<http://www.californiacareers.info>)

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AREA PROFILE

Del Norte is the northernmost coastal county of California. The 1,003 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

The climate of Del Norte County is mild along the coast, becoming more severe inland. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July. Average annual rainfall in the Crescent City area is 70 inches.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing and hiking are important recreation activities along the rugged coastline, within the redwood forests, and along the Smith and Klamath Rivers of Del Norte County.

Earnings are generated by the Pelican Bay State Prison, tourism, and by exportation of agricultural products and fish. One of the county's major resources lies in the forest, which covers over 90 percent of the county's land area. Land uses for agricultural purposes are located in the Smith River Plain area in the northern part of the county and Klamath River Delta in the southern part of the county. Although the biggest share of the agricultural land is pastureland, ornamental plants and bulbs are the major dollar-volume agricultural products grown in the Smith River Plain. Livestock feed crops and livestock pastures are the major agricultural uses of the Klamath River Delta region.

The major transportation facilities in the region are U.S. Highway Route 101, State Route 199, and Crescent City harbor. A small airport is located in Crescent City with air service for freight and some passenger scheduling.

As of January 1, 2003, it is estimated that Del Norte's population is 27,850, an increase of 0.5% over the previous year's revised estimate of 27,700. This rate is lower than California's population growth rate of 1.7% over 2002.

Lassen County was created from parts of Plumas and Shasta counties on April 1, 1864. Lying on the eastern slope of the Sierra Nevada Mountains, the county is located 280 miles northeast of San Francisco. It is primarily a mountainous region, extending from Lassen Volcanic National Park east to the Nevada boundary and north to Modoc County. The county seat and largest urban area in the county is Susanville.

The county is richly vested in natural resources, which support its primary dollar-volume activities of lumber production and recreation-tourism. The county's major manufacturing industry, lumber and wood products, employs nearly all of the county's manufacturing workers. Government is the largest employer in the county, accounting for about 50 percent of the total nonagricultural wage and salary employment in 1990. Trade, services, and manufacturing are the next three largest industry groups.

The transportation center of Lassen County is the Susanville district of the northwest portion of Honey Lake Basin. The north-south

route, U.S. 395, passes through the Honey Lake lowland. Connecting Susanville with Red Bluff in the Sacramento Valley to the west is State Highway 36.

Two routes, State Highways 44 and 139, lead from Susanville to the forest regions, which cover most of the western portion of the county.

The Southern Pacific Railroad serves the eastern part of the county, while the Western Pacific and Great Northern Railroads extend across the western portion to meet at Bieber. Several local logging railroads also serve the important lumber industry. In addition, there are airports in Susanville, Westwood, Bieber, Hurlong, and Spaulding.

Lassen County spreads across 2,910,080 acres of land. This area is largely part of the large volcanic plateau of northeast California. Minimum elevations are about 4,000 feet, and many peaks exceed 7,500 feet. Large parts of the county are included in Lassen, Plumas, Toiyabe, and Modoc National Forests. The southeastern portion contains the Honey Lake Plain, which is part of the Great Basin. The country's northwestern corner is drained by the west-flowing Pit River. The Susan River drains the southern part and flows east into the Honey Lake Basin. Although the surface is dry, the porous volcanic rock, which underlies most of the county, contains many underground water flows, which feed lakes and streams.

Lassen National Forest covers a wild, mountainous area of volcanic origin. A portion of Lassen Volcanic National Park lies in the southwest part of the county. Scattered throughout the region are many lakes and camping spots; the most popular of which is Eagle Lake, the second largest natural lake wholly in California.

As of January 1, 2003, it is estimated that Lassen County's population is 34,950, an increase of 2.0% over the previous year's revised estimate of 34,250. This rate is higher than California's population growth rate of 1.7% over 2002.

Modoc County was created from the eastern section of Siskiyou County on February 17, 1874. Located in the northeast corner of California, it is a rectangular area of some 4,000 square miles. Modoc County's topography consists of forests, lake basins, mountain ranges, valleys, and volcanic deposits.

The principal economic resources of the county are its forests, agricultural lands, and recreation—tourism. The local economy is moderately seasonal in nature, with unemployment reaching a peak during winter months when inclement weather hampers outdoor activities.

The principal route through Modoc County is U.S. highway 395. This route passes through Alturas, the county seat and largest urban area in the county, and crosses the eastern part of the county, from north to south. Running east-west, State Highway 299 crosses U.S. Highway 395 at Alturas and turns southwest at Canby. From Canby, State Highway 139 takes travelers northwest to Tule Lake, a wildlife refuge near Lava Beds National Monument. The Southern Pacific and Great Northern Railroads serve the principal communities in the county and adjacent parts of Oregon and Nevada. Airports are in Alturas, Cederville, and Fort Bidwell.

Modoc County is composed of a series of mountain ranges and valleys in which elevations vary from a lowpoint of 4,300 feet, to 9,934 feet at Eagle Peak in the Warner Mountains. The western portion of the county is part of the Modoc Plateau, which has many volcanic deposits and lake basins. Near the eastern edge are the north-south Warner Mountain Range and Surprise Valley. Much of the county is included in the Modoc and Shasta National Forests.

The major river in Modoc County is the Pit River. Although the surface of much of its watershed is dry, the porous volcanic rocks hold water from the sparse rain and snowfall in channels, lakes, and springs. These make the flow of the Pit River more regular than that of any other river in the State. They also make it almost ideal for hydroelectric power generation.

Because much of Modoc County is national forest land, opportunities to hunt and fish are plentiful. The southern and eastern sections are particularly noted for deer hunting in the lowlands and marshes. Quail and pheasant are abundant. Clear Lake National Wildlife Refuge is in the northern part of the county. In addition, winter sports may be enjoyed at Cedar Pass.

As of January 1, 2003, it is estimated that Modoc County's population is 9,325, a decrease of 0.3% over the previous year's revised estimate of 9,350. This rate is lower than California's population growth rate of 1.7% over 2002.

Located in northeastern California where the Cascade and Sierra Nevada Mountain Ranges meet, beautiful **Plumas County** extends over towering mountain peaks, timbered hills and fertile valleys. The county lies about 150 miles northeast of Sacramento and 80 miles west of Reno, Nevada. Two major highways traverse the county; Highway 70, running east-west, and Highway 89, running north-south.

Much of Plumas County is rugged, with steep mountainous terrain falling to narrow river canyons. Broad, rich mountain valleys are also characteristic. Elevation in the county reaches from 1,800 to over 8,000 feet.

An average annual precipitation of 40 inches keeps the county's many rivers, streams and fish-laden creeks filled with water throughout the year.

Winters are chilly but often sunny, with an annual average snowfall of 38 inches. January temperatures range from about 23 degrees Fahrenheit (F) to a high of about 45 degrees F. The days are warm or hot during the summer, with July temperatures varying from nighttime lows of about 43 degrees F to daytime highs of about 88 degrees F.

Almost 70 percent of Plumas County's 1,675,780 acres are publicly owned, chiefly under control of the U.S. Forest Service. The extensive national forests and other public lands are rich in minerals, wildlife, timber, and recreational opportunities that attract many tourists, especially during the summer and autumn months. The economy of the county is geared to the cutting, harvesting and finishing of lumber and other forest products and to the care and servicing of its many seasonal visitors.

As of January 1, 2003, it is estimated that Plumas County's population is 20,900, a decrease of 0.2% over the previous year's revised estimate of 20,950. This rate is lower than California's population growth rate of 1.7% over 2002.

Siskiyou County, the middle one of the three most northerly California counties, extends 70 miles southward from the Oregon border and stretches 120 miles from east to west. The western half of the county is dominated by mountain peaks and canyons, and the eastern half by lava plateaus and mountain ranges. The moderate weather in Siskiyou County's central valleys affords a favorable climate for livestock, field and truck crops. Abundant winter snow attracts visitors who enjoy snow skiing and other snow sports, and also supplies ample irrigation water from the mountains and underground storage basins. The county's mountains are covered with dense stands of ponderosa and sugar pines, Douglas and white firs, and incense cedar. Scenic landscapes, a variety of game, numerous mountain lakes and streams, and many campsites, attract hunters, fishermen and campers.

Siskiyou County's rich natural resources support its primary dollar-volume producers, lumber, recreation, and tourism. The activity levels of these industries have a strong affect on the area's employment trends, although government agencies provide the largest number of jobs to area residents.

The county contains 4,038,843 acres, two-thirds of which is public land, predominantly in the Klamath National Forest. Interstate 5 and Highway 97 run north and south through the county, while State Highways 89 and 96 travel east and west. Railroads, bus lines, and numerous truck lines serve the area. Presently, there is no scheduled major airline service to the county.

As of January 1, 2003, it is estimated that Siskiyou County's population is 44,400, an increase of 0.1% over the previous year's revised estimate of 44,350. This rate is lower than California's population growth rate of 1.7% over 2002.

Situated in the northern part of the Sacramento Valley, **Tehama County** consists of a broad, low alluvial plain, bordered on the east by the Sierra Nevada and on the west by the Pacific Coast Mountain Ranges.

The Sacramento River divides the county, running from north to south. The water of the Sacramento River supports many agricultural activities. Rich Tehama bottomlands produce a large percentage of the State's almonds, walnuts, and prunes. Olives, peaches, strawberry plants and various grain crops are also grown in the favorable climate. With an abundance of good pasture and rangeland, Tehama County is a very important part of the cattle and sheep industry in northern California.

Red Bluff, the county seat located by Interstate 5, serves as a countywide trade area. A network of feeder roads link with Interstate 5, providing the county's manufacturing, agricultural and transportation industries with easy access to vital West Coast markets.

Tehama County, with its extremes in elevation (ranging from 170 to 8,083 feet) and its warm summers and mild winters, is ideal for the outdoor enthusiast. The county's foothills and highlands abound with deer and game birds, making them a delight for the hunter.

As of January 1, 2003, it is estimated that Tehama County's population is 57,700, an increase of 1.4% over the previous year's revised estimate of 56,900. This rate is lower than California's population growth rate of 1.7% over 2002.

Trinity County, one of California's original counties established by the legislature of 1850, is nestled in the mountains of northwestern California. Elevation in the county ranges from its lowest point near Salyer at 600 feet, to its highest, 9,038 feet at Mt. Eddy.

Trinity County is a land of extremes, dominated by rugged mountains, small valleys and streams. The northeastern portion of the county is a vacationer's wonderland. The expanse of Trinity Lake (also known as Clair Eagle Lake) contrasts with tiny creeks and brooks throughout the county.

The county's forests support the lumber and wood processing industry and, because of its wildlife and recreation areas, tourism. These industries continue to be the county's largest moneymakers despite recent environmental concerns that reduced the level of timber harvesting.

As of January 1, 2003, it is estimated that Trinity County's population is 13,300, an increase of 1.9% over the previous year's revised estimate of 13,050. This rate is higher than California's population growth rate of 1.7% over 2002.

Source: Employment Development Department/Labor Market Information Division
California State Department of Finance/Demographic Research Unit

WHO ARE WE?

The Northern Rural Training & Employment Consortium (NoRTEC) is a Special District formed by a Joint Powers agreement between nine rural Northern California Counties (Butte, Del Norte, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties). NoRTEC is governed by a thirty-one member Workforce Investment Board and a nine-member Governing Board. NoRTEC administers federal and state job training funds, which are subcontracted by NoRTEC to local entities in the nine-county consortium for local service delivery.

MISSION STATEMENT

NoRTEC is in business to provide locally operated public employment programs. It is the intent of NoRTEC to:

- Encourage better use of resources through coordination and integration of goods and services.
- Make education, job training, and employment services universally available and accessible to all residents in the NoRTEC consortium counties.
- Assist partner staff in their efforts to continually improve the quality of local programs and services.
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.
- Assist with local business expansion, retention, maintenance and general enhancement.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Private Industry Council of Butte County -- a member county of NoRTEC -- and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership, initiated in 1986, is known as the California Cooperative Occupational Information System (CCOIS).

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties. This year's report is comprehensive. You will find summaries of 59 occupations surveyed during the period from April – November of 2001, 2002, and 2003, respectively. Funding permitted, additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 30 sites that represent 58 counties throughout California. The local agencies, referred to as *local partners*, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and economic development agencies. At the state level, the Employment Development Department provides technical and financial assistance to the local partners and administers the CCOIS under the advisement and policy guidance of the California Career Resources Network (CalCRN). The CalCRN is California's designated representative to America's Career Resource Network (ACRN).

The *2003/2004 NoRTEC Occupational Outlook & Training Directory* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title *Occupational Outlook* and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the *Workforce Investment Act of 1998 (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States. It requires the Secretary of Labor, through the Bureau of Labor Statistics, and in cooperation with the states, to prepare an annual plan to manage the nationwide system.

The *Welfare to Work Act of 1997 (CalWORKs)* establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the NoRTEC populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information. Since 1986, the program has consistently demonstrated its success in addressing the need for better information for career guidance and training planning.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations that are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, private businesses, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 59 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers are re-contacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database, which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 59 occupations surveyed.
- **Report Distribution:** The written analysis may be presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. This report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the Consortium, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2003/2004 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Occupations surveyed in this report in 2001 and 2002 have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.

Occupations studied in 2003 are assigned the new Standard Occupational Classification (SOC) code. The SOC system was developed in response to a growing need for a universal classification system. This allows government agencies and private industry to produce comparable data. It is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure in the United States. All federal government agencies that collect occupational data are expected to adopt the SOC.

EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers

are asked for the level of education that the firm requires for the survey occupation. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by State requirements from the most recent publication of the *California Professional & Business License Handbook, August 1999*.

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe occupations studied are as follows:

- All:** 100% of survey responses
- Almost All:** 80% up to but not including 100%
- Most:** 60% up to but not including 80%
- Many:** 40% up to but not including 60%
- Some:** 20% up to but not including 40%
- Few:** less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career

advancement. As skills are widely recognized as being transferable in nature, employers' responses are supplemented--when appropriate--with skills from the Occupational Information Network (O*NET) Online, a comprehensive database of worker attributes and job characteristics. O*NET is being developed as a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section when appropriate.

WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80% and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.
- **Benefits:** This section presents the types of fringe benefits employers offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), this breakdown is reported.

EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This

means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their most successful hiring methods.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the difference between the total reported number of employees among firms responding to the survey and the number of new hires during this period.

It is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgments to the report reader as to their meaning.

- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in the NoRTEC area in 2001 and 2002, the following scale is used to measure occupational size:

Small	Less than 88
Medium	88 - 174
Large	175 - 379
Very Large	380 and above

For occupations studied in 2003, the following scale is used to measure occupational size:

Small	Less than 90
Medium	90 – 178
Large	179 – 387
Very Large	388 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Gender:** This section presents the distribution of male and female employees as reported by firms responding to this survey.
- **Growth Trends:** This is an overview of projected new job growth rates (9.1% for period 1999 – 2006, and also 9.1% for period 2001 - 2008) in relation to the overall new job growth rate for the consortium. The following terms are applied to the occupational growth trends in the NoRTEC counties:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including

	1.10 times average
Slower than average:	less than 0.90 but greater than zero
Remain Stable	zero
Slow Decline	less than zero

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.

OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** For many years, the Dictionary of Occupational Titles (DOT) was a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

As the Occupational Information Network (O*NET) contains an increasing amount of comprehensive information on job requirements and worker competencies, O*NET replaces the

DOT system by offering a more dynamic framework for exploring the world of work. As a result of these changes, reference to the DOT is being phased out of this report. Summaries for occupations studied in 2003 and thereafter will not include DOT information.

- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher-level position. If so, we seek the occupational titles to which they may be promoted.
- **Employers Responses:** Displays the number of useable surveys received from the employer community and their total number of employees represented for the specific occupation.
- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.

OCCUPATIONAL
SUMMARIES

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Some indicate they require an associate's degree. Most employers report they require technical or vocational training prior to hire.

Experience: Among those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of accounting, bookkeeping, banking, or related fiscal experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Able to know how to find information and identify essential information
 Able to identify the nature of problems
 Able to find ways to structure or classify multiple pieces of information
 Able to understand written sentences and paragraphs in work documents
 Able to determine the long-term outcomes of a change in operations
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to assess how well one is doing when learning or doing something
 Able to weigh the relative costs and benefits of a potential action
 Able to look at many indicators of system performance, taking into account their accuracy
 Able to determine how money will be spent to get the work done, and accounting for these expenditures

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$8.00 - 19.18	\$6.97 - 12.00	\$13.59	\$8.26
New Hires, W/ Experience	\$8.00 - 14.03	\$6.97 - 15.24	\$10.00	\$11.38
After Three Years W/ Firm	\$10.00 - 16.21	\$10.00 - 17.67	\$15.00	\$13.53

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Accountants and Auditors work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	40%	0%
Dental Insurance	40%	40%	0%
Vision Insurance	40%	27%	0%
Life Insurance	53%	7%	7%
Sick Leave	87%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	47%	40%	7%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Accountants and Auditors**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads and in-house promotion or transfer.

Employer Responses: 15 employers, representing 47 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 220 - 240 (Large)

Gender: Employers responding indicate 26% of workers are male, 74% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing at an average rate. The average new job growth rate all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

WHERE THE JOBS ARE

Accounting, Auditing, & Bookkeeping	19.8%
Government	18.5%
Educational Services	11.8%
Hotels, Rooming Houses Camps & Other Lodging	4.6%
Lumber & Wood Products, Except Furniture	3.0%
Electric Services	2.1%
Residential Building Construction	2.1%
Individual & Family Services	2.1%
Grocery Stores	1.7%
Hospitals	1.7%
Eating & Drinking Places	1.3%
Groceries & Related Products	1.3%
Real Estate Operators & Lessors	1.3%
Other	28.7%

OTHER INFORMATION:

Alternate Job Titles: Staff Accountant, Certified Public Accountant

Related DOT Code: 160.162-018, 160.162-010, 160.162-026, 160.167-038, 160.167-034, 160.167-054, 161.117.010

Promotional Opportunities: May be promoted to fiscal auditor, controller, or administrator

Turnover: Among employers surveyed, the rate is 17.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

ADMINISTRATIVE SERVICES MANAGERS**OES 130140**

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department for businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Many indicate they require at least an associate's degree. Some report they require a bachelor's degree or higher. Many employers indicate they require technical or vocational training prior to hire.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months of administrative, fiscal, personnel, or related management experience.

Skills and Qualifications:

Able to communicate effectively with others in writing as indicated by the needs of the audience

Able to adjust one's actions in relation to others' actions

Able to weigh the relative costs and benefits of a potential action

Able to motivate, develop, and direct people as they work, identifying the best people for the job

Able to understand written sentences and paragraphs in work documents

Able to talk to others to effectively convey information

Able to manage one's own time and the time of others

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Able to know how to find information and identify essential information

Able to identify the things that must be changed to achieve a goal

Able to look at many indicators of system performance, taking into account their accuracy

Able to make use of word processing and spreadsheet software

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.50 - 14.38	\$9.25
New Hires, W/ Experience	\$8.50 - 19.20	\$14.00
After Three Years W/ Firm	\$10.00 - 25.17	\$15.65

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Administrative Services Managers work full-time averaging 40 hours per week. Some work part-time at an average of 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	60%	0%	20%	0%	0%	0%
Dental Insurance	60%	0%	20%	0%	0%	0%
Vision Insurance	47%	0%	20%	0%	0%	0%
Life Insurance	40%	0%	7%	0%	7%	0%
Sick Leave	80%	0%	7%	0%	0%	0%
Vacation	87%	0%	0%	0%	0%	0%
Retirement Plan	13%	0%	47%	0%	0%	7%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Administrative Services Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 150 - 160 (Medium)

Gender: Employers responding indicate 29% of workers are male, 71% are female.

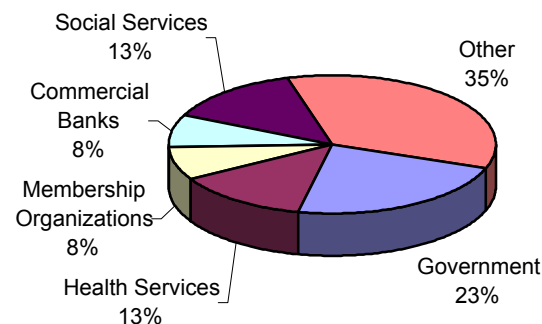
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 6.7%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Program Coordinator, Administrator, Program Director, Program Manager, Branch Manager

Related DOT Code: 189.167-030, 189.167-022, 162.117.014, 169.167-034

Promotional Opportunities: May be promoted to executive director, deputy director, area manager, or management position

Turnover: Among employers surveyed, the rate is 3.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

AMUSEMENT AND RECREATION ATTENDANTS**SOC 393091**

Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require vocational or technical training prior to hire. Employers report a range of training between 2 - 48 months, with an average of 25 months.

Experience: Most employers report they require work experience in this occupation. They report hiring applicants with 6 - 60 months of experience as an amusement and recreation attendant.

Skills and Qualifications:

Able to page or announce information to patrons, passengers or others
 Able to answer customer or public inquiries
 Able to assist individuals into or out of vehicles, boats, aircraft, or rides
 Able to assist patrons at entertainment events
 Able to collect payment
 Able to demonstrate goods or services
 Able to describe points of interest to tour group
 Able to escort group on city or establishment tours
 Able to provide customer service
 Able to provide directions or other information to visitors
 Able to provide information about facilities
 Able to serve food or beverages
 Able to use cash registers
 Able to receive customer orders
 Able to schedule guest recreational activities

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 13.45	\$7.30
New Hires, W/ Experience	\$7.09 - 14.38	\$8.50
After Three Years W/ Firm	\$8.00 - 19.18	\$10.28

Hours Worked: Some Amusement and Recreation Attendants work full-time averaging 40 hours per week. Some work part-time averaging 20 hours weekly. Some work seasonally at an average of 13 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	50%	17%	0%	0%
Dental Insurance	30%	0%	10%	0%	0%	0%
Vision Insurance	20%	0%	10%	0%	0%	0%
Life Insurance	40%	0%	0%	0%	0%	0%
Sick Leave	60%	0%	0%	0%	0%	0%
Vacation	80%	0%	0%	0%	0%	0%
Retirement Plan	20%	0%	30%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Amusement & Recreation Attendants**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and the Internet.

Employer Responses: 16 employers, representing 48 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 360 - 390 (Large)

Gender: Employers responding indicate 56% of workers are male, 44% are female.

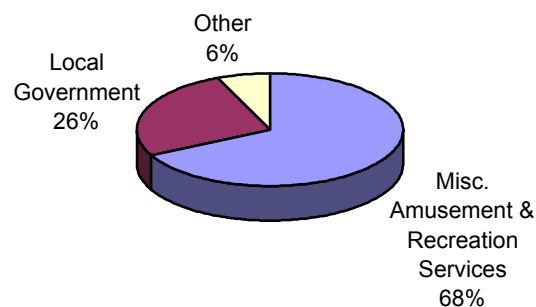
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	90
Total Openings:	120

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Recreation Leaders, Recreation Program Assistant, Sports Coordinator, Golf Professional, Tennis Professional

Promotional Opportunities: May be promoted to supervisor or management position

Turnover: Among employers surveyed, the rate is 28.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators (except Machine, Electrical, Electronic and Precision) in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Some indicate they require technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience in various areas of assembly, such as carpentry, woodworking, or general construction.

Skills and Qualifications:

Good eye-hand coordination
Manual dexterity
Possession of good color perception
Able to stand continuously for 2 or more hours
Able to lift at least 60 pounds repeatedly
Able to work independently
Willing to work with close supervision
Able to perform routine, repetitive work
Possession of mechanical aptitude
Able to perform assembly work
Able to use and read a tape measure
Able to read blueprints and working drawings
Able to do arithmetic using fractions and decimals
Able to use hand tools and operate power hand tools
Able to read and follow instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 11.40	\$8.00
New Hires, W/ Experience	\$6.50 - 14.00	\$9.36
After Three Years W/ Firm	\$7.00 - 16.00	\$13.40

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Among employers surveyed, all Assemblers and Fabricators work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	33%	0%
Dental Insurance	13%	27%	0%
Vision Insurance	7%	27%	0%
Life Insurance	33%	7%	7%
Sick Leave	20%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	13%	33%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Assemblers and Fabricators**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 357 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 140 -- 170 (Medium)

Gender: Employers responding indicate 94% of workers are male, 6% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 30

Separations to 2006: 20

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Millwork, Plywood & Structural Wood Members	33.1%
Miscellaneous Wood Products	11.8%
Miscellaneous Retail Stores	11.8%
Electronic Components & Accessories	4.1%
Concrete, Gypsum, & Plaster Products	3.6%
Hardware, Plumbing & Heating Equipment	3.6%
Machinery, Equipment, & Supplies	3.6%
Drugs	3.0%
Soap, Cleaners, & Toilet Goods	3.0%
Other	22.4%

OTHER INFORMATION:

Alternate Job Titles: Floor Assembler, Cabinet Assembler, Stove Installer, Utility Worker

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Promotional Opportunities: May be promoted to machine operator, supervisor, or general manager

Turnover: Among employers surveyed, the rate is 13.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS**SOC 493023**

Diagnose, adjust, repair, or overhaul automotive vehicles.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 12 - 24 months, with an average of 18 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of experience as an automotive mechanic or service technician.

Skills and Qualifications:

Able to align or adjust clearances of mechanical components or parts
 Able to align or adjust clearances of vehicle body parts or components
 Able to align vehicle frame
 Able to assemble, dismantle, or reassemble equipment or machinery
 Able to conduct tests to locate mechanical system malfunction
 Able to diagnose malfunctioning vehicle systems
 Able to diagnose mechanical problems in machinery or equipment
 Able to examine vehicle to detect malfunctions, damage, or maintenance needed
 Able to inspect machinery or equipment to determine adjustments or repairs needed
 Able to repair or replace malfunctioning or worn mechanical components
 Able to test mechanical products or equipment
 Able to test vehicle computer processors to detect malfunctions
 Able to understand service or repair manuals

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.50	\$7.00
New Hires, W/ Experience	\$7.21 - 18.00	\$11.00
After Three Years W/ Firm	\$10.00 - 19.09	\$17.00

Hours Worked: Of those surveyed, all Automotive Service Technicians and Mechanics work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	27%	7%
Dental Insurance	7%	20%	0%
Vision Insurance	7%	13%	0%
Life Insurance	27%	0%	0%
Sick Leave	33%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	7%	53%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Service Technicians & Mechanics**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and the Employment Development Department.

Employer Responses: 15 employers, representing 96 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 290 - 320 (Large)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

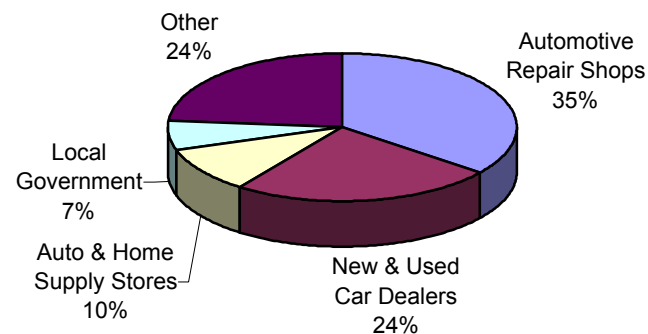
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	50
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 10.3%, which is growing faster than the average new job growth rate of 9.1% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Maintenance Mechanic

Promotional Opportunities: May be promoted to lead mechanic, service writer, or service manager

Turnover: Among employers surveyed, the rate is 11.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

BUS DRIVERS -- SCHOOL**OES 971110**

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Almost all indicate they require school bus driver training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of school bus driving, public bus driving, or truck driving experience.

Skills and Qualifications:

Able to control operations of equipment or systems
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to be aware of others' reactions and understand why they react the way they do
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to work independently
 Able to work under pressure
 Possession of valid Class B driver's license and good DMV driving record
 Able to handle crisis situations
 Automotive maintenance and minor repair skills
 Able to administer emergency first aid
 Able to perform cardio pulmonary resuscitation (CPR)
 Map reading skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 12.88	\$10.50
New Hires, W/ Experience	\$8.00 - 16.03	\$11.13
After Three Years W/ Firm	\$10.00 - 15.00	\$12.29

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many School Bus Drivers work full-time averaging 40 hours per week. Some work part-time at an average of 17 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	7%	40%	53%	0%	0%
Dental Insurance	33%	7%	40%	53%	0%	0%
Vision Insurance	33%	7%	33%	53%	0%	0%
Life Insurance	47%	27%	0%	0%	13%	20%
Sick Leave	67%	40%	7%	13%	0%	7%
Vacation	67%	40%	7%	13%	0%	7%
Retirement Plan	20%	0%	53%	53%	0%	7%
Child Care	0%	0%	7%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **School Bus Drivers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 154 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 (Medium)

Gender: Employers responding indicate 29% of workers are male, 71% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

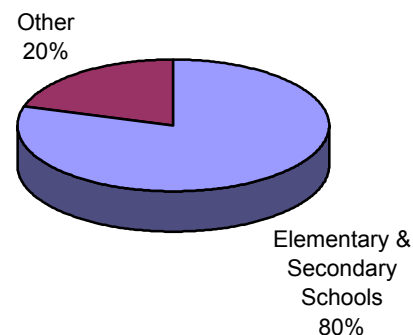
New jobs through 2006: 0

Separations to 2006: 20

Total Openings: 20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 913.463-010

Promotional Opportunities: May be promoted to lead bus driver, transportation director, head bus driver, supervisor, or other administrative position

Turnover: Among employers surveyed, the rate is 2.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

BUS DRIVERS, TRANSIT AND INTERCITY**SOC 533021**

Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Some employers indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 1 - 8 months, with an average of 2 months.

Experience: Some employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 24 months of experience as a transit bus driver, school bus driver, or truck driver. Employers report 17 months as the average amount of experience.

Skills and Qualifications:

Able to operate highway passenger vehicles

Able to transport passengers or cargo

Able to collect payment

Able to provide customer service in surface transportation

Able to monitor variables affecting route activities

Able to examine vehicle to detect malfunctions, damage, or maintenance needed

Able to maintain or repair cargo or passenger vehicle

Able to service vehicle with water, fuel, or oil

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 13.00	\$8.58
New Hires, W/ Experience	\$6.75 - 13.00	\$8.92
After Three Years W/ Firm	\$6.75 - 18.07	\$9.75

Hours Worked: Many Bus Drivers work part-time averaging 22 hours per week. Many work full-time at an average of 39 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	0%	30%	0%	0%	7%
Dental Insurance	30%	0%	30%	0%	0%	7%
Vision Insurance	30%	0%	30%	0%	0%	7%
Life Insurance	50%	0%	10%	0%	0%	7%
Sick Leave	90%	20%	0%	7%	0%	0%
Vacation	80%	20%	0%	7%	0%	0%
Retirement Plan	10%	0%	40%	0%	0%	7%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Bus Drivers, Transit and Intercity**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and by "word of mouth".

Employer Responses: 16 employers, representing 133 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 140 - 150 (Medium)

Gender: Employers responding indicate 75% of workers are male, 25% are female.

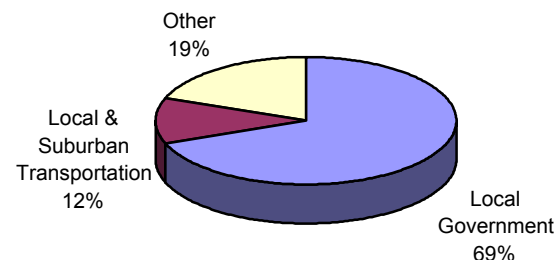
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	10
<u>Separations to 2008:</u>	30
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Van Drivers

Promotional Opportunities: May be promoted to lead driver, yard driver, trainer, dispatcher, transit manager, or operations manager

Turnover: Among employers surveyed, the rate is 13.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, none indicates a requirement for vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of experience as a carpenter, or other construction-related experience. Employers report 27 months as the average amount of experience.

Skills and Qualifications:

Installing equipment, machines, wiring, or programs to meet specifications
 Determining the kind of tools and equipment needed to do a job
 Repairing machines or systems using the needed tools
 Understanding written sentences and paragraphs in work related documents
 Controlling operations of equipment or systems
 Using mathematics to solve problems
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements to take corrective action
 Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work
 Analyzing needs and product requirements to create a design

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$7.75
New Hires, W/ Experience	\$8.00 - 20.00	\$12.00
After Three Years W/ Firm	\$10.00 - 25.00	\$18.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Carpenters work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	20%	0%
Dental Insurance	0%	13%	0%
Vision Insurance	0%	13%	0%
Life Insurance	7%	0%	0%
Sick Leave	7%	0%	0%
Vacation	27%	0%	0%
Retirement Plan	0%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Carpenters**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 7.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 440 - 510 (Very Large)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

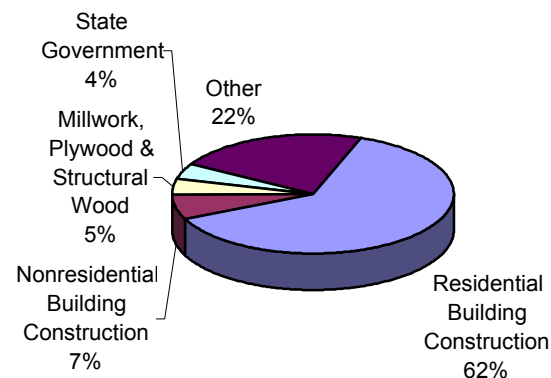
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	70
<u>Separations to 2006:</u>	90
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 15.9%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Framers

Related DOT Code: 860.381-022, 860.381-026, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Promotional Opportunities: May be promoted to lead carpenter, foreperson, estimator, or supervisor

Employer Responses: 15 employers, representing 149 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization in this occupation.

CASHIERS**SOC 412011**

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma. Of employers surveyed, none indicated a requirement or preference for technical or vocational training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 24 of previous cashiering or banking experience. Employers report 14 months as the average amount of experience.

Skills and Qualifications:

Able to operate business machines
 Able to use cash registers
 Able to operate scanner
 Able to greet customers, guests, visitors, or passengers
 Able to provide customer service
 Able to maintain records, reports, or files
 Able to process returned merchandise
 Able to stock or organize goods
 Able to balance cash register
 Able to calculate monetary exchange
 Able to compute financial data
 Able to measure, weigh, or count products or materials
 Able to prepare bank deposits
 Able to monitor cash currency, coin, or checks in cash drawer
 Able to receive or disburse cash related to payments received

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.50	\$7.00
New Hires, W/ Experience	\$6.75 - 8.50	\$7.50
After Three Years W/ Firm	\$7.00 - 11.00	\$8.75

Hours Worked: Most Cashiers work full-time at an average of 40 hours per week. Some work part-time averaging 23 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	53%	9%	13%	9%	0%	0%
Dental Insurance	27%	9%	13%	9%	0%	0%
Vision Insurance	40%	9%	13%	9%	0%	0%
Life Insurance	47%	9%	7%	9%	0%	0%
Sick Leave	60%	27%	0%	0%	0%	0%
Vacation	87%	45%	0%	0%	0%	0%
Retirement Plan	13%	0%	27%	0%	13%	18%
Child Care	0%	0%	0%	0%	13%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Cashiers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, newspaper ads, and the Employment Development Department.

Employer Responses: 15 employers, representing 293 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 2260 - 2550 (Very Large)

Gender: Employers responding indicate 34% of workers are male, 66% are female.

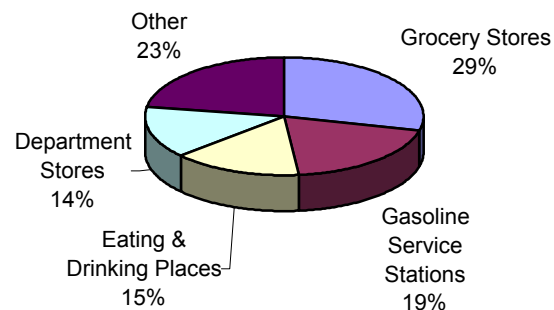
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	290
<u>Separations to 2008:</u>	800
Total Openings:	1090

Growth Trends: The new job growth rate for this occupation is 12.8%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Checker, Sales Clerk, Clerk

Promotional Opportunities: May be promoted to lead clerk, crew chief, crew trainer, supervisor, or various management positions

Turnover: Among employers surveyed, the rate is 36.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CHILD CARE WORKERS**SOC 399011**

Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer vocational or technical training prior to hire. This is often expressed as early childhood education. Employers report a range of training between 3 - 24 months, with an average of 11 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of prior childcare or preschool experience.

Skills and Qualifications:

Able to assist children with dressing, undressing, grooming, or bathing
 Able to attend to or care for children
 Able to feed children
 Able to participate in recreational activities
 Able to cook meals
 Able to maintain a safe environment for children
 Able to recognize childhood diseases
 Able to recognize physical or emotional abuse
 Able to instruct participants in recreational activities
 Able to teach personal hygiene
 Able to lead recreational activities

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.82	\$7.48
New Hires, W/ Experience	\$7.00 - 11.40	\$8.29
After Three Years W/ Firm	\$7.50 - 11.92	\$9.26

Hours Worked: Many Child Care Workers work part-time averaging 23 hours per week. Many work full-time at an average of 39 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	36%	0%	50%	20%	0%	0%
Dental Insurance	29%	0%	36%	20%	7%	0%
Vision Insurance	29%	0%	29%	20%	7%	0%
Life Insurance	29%	0%	14%	20%	7%	0%
Sick Leave	93%	40%	0%	0%	0%	0%
Vacation	71%	40%	0%	0%	0%	0%
Retirement Plan	0%	0%	64%	30%	0%	0%
Child Care	14%	10%	21%	20%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Child Care Workers**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and the Internet.

Employer Responses: 16 employers, representing 234 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 190 - 230 (Large)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

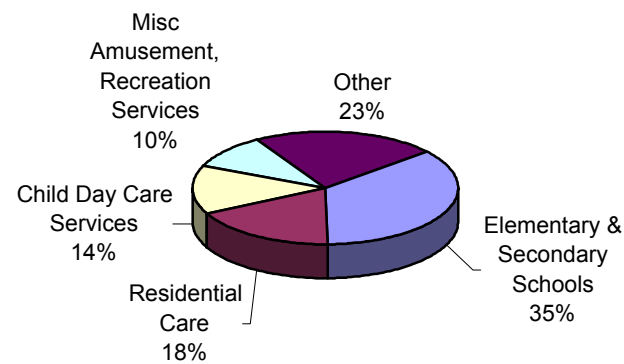
New jobs through 2008: 40

Separations to 2008: 50

Total Openings: 90

Growth Trends: The new job growth rate for this occupation is 21.1%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Teacher Assistant, Teacher Aide, Child Care Providers

Promotional Opportunities: May be promoted to teacher, family service worker, facility manager, or program director

Turnover: Among employers surveyed, the rate is 16.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

COMPUTER SUPPORT SPECIALISTS**SOC 151041**

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require a bachelor's degree. Many report they require or prefer vocational or technical training prior to hire. This training may take the form of applicable college course work or network certifications. Employers report a range of training between 9 - 60 months, with an average of 37 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of experience as a computer support specialist or computer programmer.

Skills and Qualifications:

Able to adjust computer operation systems
 Able to assist co-workers with software problems
 Able to conduct computer diagnostics to determine nature of problems
 Able to configure computers in industrial or manufacturing setting
 Able to install computer programs
 Able to install hardware, software, or peripheral equipment
 Able to program computers using existing software
 Able to write computer software, programs, or code
 Able to follow data security procedures
 Able to use computer networking technology
 Able to use interpersonal communication techniques
 Able to use knowledge of mainframe computers
 Able to maintain or repair computers or related equipment

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.50 - 7.50	\$13.55 - 25.40	\$7.50	\$15.75
New Hires, W/ Experience	\$7.50 - 23.97	\$12.00 - 19.09	\$12.19	\$14.62
After Three Years W/ Firm	\$12.00 - 23.97	\$13.00 - 21.00	\$17.09	\$17.66

*Wages for experienced workers may be lower than inexperienced workers because some firms hiring entry level workers pay at the higher end of the wage scale.

Hours Worked: Most Computer Support Specialists work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	54%	38%	0%
Dental Insurance	54%	38%	0%
Vision Insurance	46%	31%	0%
Life Insurance	54%	23%	0%
Sick Leave	92%	0%	0%
Vacation	92%	0%	0%
Retirement Plan	38%	54%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Computer Support Specialists**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and the Employment Development Department.

Employer Responses: 16 employers, representing 53 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 90 - 120 (Medium)

Gender: Employers responding indicate 53% of workers are male, 47% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

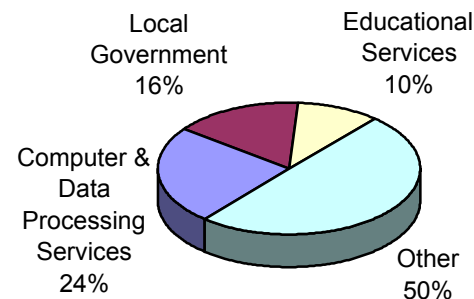
New jobs through 2008: 30

Separations to 2008: 0

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some employers anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Information Systems Technician, Technical Support Specialist, Systems Support Analyst, Systems Analyst

Promotional Opportunities: May be promoted to information specialist, information systems supervisor, or information technician

Turnover: Among employers surveyed, the rate is 10.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Most employers surveyed report their employees are unionized.

COOKS, RESTAURANT**SOC 352014**

Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Of those surveyed, few require or prefer technical or vocational training prior to hire. Those desiring training report an average of 3 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 48 months of experience as a restaurant or fast food cook, or pantry chef.

Skills and Qualifications:

Able to order or purchase supplies, materials, or equipment
 Able to purchase food or beverages
 Able to requisition stock, materials, supplies or equipment
 Able to identify cut or grade of meat
 Able to understand government health, hotel or food service regulations
 Able to cook in quantity
 Able to bake breads, rolls, or other baked goods
 Able to carve meat or bone fish or fowl
 Able to cook meats
 Able to cut, trim, or clean meat, or carcasses
 Able to distribute food to waiters or waitresses to serve to customers
 Able to perform a variety of food preparation duties other than cooking
 Able to prepare appetizers, salads, or cold dishes
 Able to prepare specialty foods
 Able to use knives
 Able to follow recipes
 Able to operate baking, cooking, and food decorating equipment

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.43	\$7.50
New Hires, W/ Experience	\$6.75 - 9.00	\$8.00
After Three Years W/ Firm	\$8.50 - 12.00	\$10.00

Hours Worked: Most Restaurant Cooks work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	14%	0%	29%	0%	0%	0%
Dental Insurance	14%	0%	7%	0%	7%	0%
Vision Insurance	14%	0%	0%	0%	0%	0%
Life Insurance	29%	0%	0%	0%	0%	0%
Sick Leave	21%	0%	0%	0%	0%	0%
Vacation	50%	25%	0%	0%	0%	0%
Retirement Plan	0%	0%	36%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Restaurant Cooks**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, employee referrals, and the EDD.

Employer Responses: 16 employers, representing 108 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 240 - 270 (Large)

Gender: Employers responding indicate 75% of workers are male, 25% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

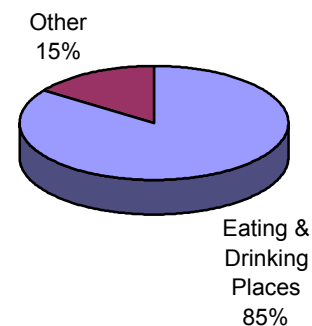
New jobs through 2008: 30

Separations to 2008: 50

Total Openings: 80

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Preparation Cooks

Promotional Opportunities: May be promoted to lead cook, supervisor, or assistant manager

Turnover: Among employers surveyed, the rate is 28.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

COOKS -- SHORT ORDER**OES 650350**

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few indicate a preference for vocational or technical training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as a short order cook, preparation cook, or other food service experience.

Skills and Qualifications:

Able to pass a pre-employment medical examination
 Able to stand continuously for two or more hours
 Able to lift at least 30 pounds repeatedly
 Able to work independently
 Willing to work with close supervision
 Able to work under pressure
 Public contact skills
 Able to operate a cash register
 Food preparation skills
 Fry cooking skills
 Basic math skills
 Able to read and follow instructions
 Able to write legibly
 Oral communication skills
 Able to follow oral instructions

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 6.75	\$6.50
New Hires, W/ Experience	\$6.25 - 8.00	\$7.00
After Three Years W/ Firm	\$7.25 - 10.00	\$8.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Short Order Cooks work full-time averaging 39 hours per week. Some work part-time at an average of 27 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	0%	7%	7%	0%
Dental Insurance	7%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	7%	0%	0%	0%
Life Insurance	7%	0%	0%	0%	7%	0%
Sick Leave	20%	0%	0%	0%	0%	0%
Vacation	40%	0%	0%	0%	7%	0%
Retirement Plan	0%	0%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Short Order Cooks**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 15 employers, representing 113 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 110 - 120 (Medium)

Gender: Employers responding indicate 64% of workers are male, 36% are female.

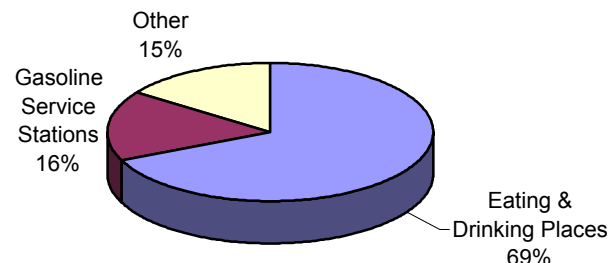
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Food Service Workers

Related DOT Code: 313.374-014

Promotional Opportunities: May be promoted to chef, shift leader, supervisor, assistant manager, or general manager

Turnover: Among employers surveyed, the rate is 44.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Many indicate they require vocational or technical training prior to hire. Employers report a range of training between 2 - 16 months, with an average of 7 months.

Experience: Many employers report they prefer work experience in this occupation. They report hiring applicants with 12 - 36 months of the following experience: correction officer or jailer, social services, juvenile hall or other law enforcement experience. Employers report 17 months as the average amount of experience.

Skills and Qualifications:

Ability to observe, remember, and record events accurately
 Ability to learn, interpret, and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality
 Effectively control, direct, and instruct inmates, individually and in groups
 Ability to make quick, effective, and reasonable decisions in emergencies
 Able to take appropriate action, including the physical restraint of violent inmates
 Promote acceptable attitude and behavior of inmates while in confinement
 Meet and maintain standards of physical endurance and agility
 Proper use and care of firearms and other law enforcement equipment
 Able to learn and properly use standard broadcasting procedures of a police radio system

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.16 - 13.81	\$12.68
New Hires, W/ Experience	\$11.44 - 16.16	\$13.00
After Three Years W/ Firm	\$13.12 - 22.74	\$14.97

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Correction Officers and Jailers work full-time time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	75%	0%
Dental Insurance	25%	75%	0%
Vision Insurance	42%	50%	8%
Life Insurance	42%	33%	8%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	50%	50%	0%
Child Care	0%	0%	8%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Correction Officers and Jailers**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and the Internet.

Turnover: Among employers surveyed, the rate is 11.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,830 - 2,290 (Very Large)

Gender: Employers responding indicate 83% of workers are male, 17% are female.

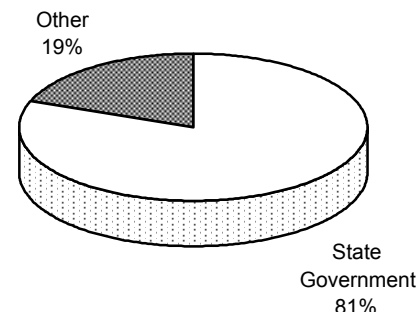
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	460
<u>Separations to 2006:</u>	390
Total Openings:	850

Growth Trends: The new job growth rate for this occupation is 25.1%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. All employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Patrolmen

Related DOT Code: 372.667-018

Promotional Opportunities: May be promoted to sergeant, deputy sheriff, correctional officer supervisor

Union/Collective Bargaining: Yes. Of those surveyed, all employers responding indicate their employees are unionized.

Employer Responses: 12 employers, representing 2126 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

COUNTER AND RENTAL CLERKS**OES 490170**

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of employers surveyed, none indicate a requirement for vocational or technical training prior to hire.

Experience: Most employer report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 48 months of experience as a counter and rental clerk, teller, customer service representative, or other retail experience. Employers report 14 months as the average amount of experience.

Skills and Qualifications:

Cash handling skills
 Ability to use a calculator
 Ability to operate a cash register
 Ability to stand continuously for 2 or more hours
 Willingness to work with close supervision
 Ability to work independently
 Customer service skills
 Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$6.75
New Hires, W/ Experience	\$6.75 - 8.00	\$6.75
After Three Years W/ Firm	\$7.42 - 11.00	\$8.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Counter and Rental Clerks work full-time at an average of 40 hours per week. Many work part-time averaging 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	20%	7%	0%	0%
Dental Insurance	7%	0%	20%	7%	0%	0%
Vision Insurance	13%	0%	13%	7%	0%	0%
Life Insurance	27%	0%	7%	7%	0%	0%
Sick Leave	27%	0%	0%	0%	0%	0%
Vacation	53%	7%	0%	0%	0%	0%
Retirement Plan	0%	0%	33%	0%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Counter and Rental Clerks**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, by "word of mouth", and newspaper ads.

Turnover: Among employers surveyed, the rate is 50.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 - 200 (Medium/Large)

Gender: Employers responding indicate 37% of workers are male, 63% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	60
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 17.6%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Miscellaneous Amusement & Recreation Services	36.7%
Video Tape Rental	15.6%
Bowling Centers	8.0%
Department Stores	7.5%
Miscellaneous Equipment Rental & Leasing	5.0%
Auto and Home Supply Stores	4.5%
Other	22.7%

OTHER INFORMATION:

Alternate Job Titles: Clerk, Cashier, Customer Service Representative, Salesperson

Related DOT Code: 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

Promotional Opportunities: May be promoted to shift leader, supervisor, or manager

Employer Responses: 15 employers, representing 91 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

CUSTOMER SERVICE REPRESENTATIVES -- UTILITIES**OES 553350**

Utilities Customer Service Representatives interview applicants for water, gas, electric, or telephone service. They talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few require or prefer technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of customer service, cashiering, public utility, or similar experience.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to listen to what others are saying and ask questions as appropriate
 Actively look for ways to help people
 Able to identify the nature of problems
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to use mathematics to solve problems
 Able to know how to find information and identify essential information
 Able to work under pressure
 Able to perform routine, repetitive work
 Able to sit continuously for 2 or more hours
 Record keeping skills
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 10.00	\$9.00 - 12.00	\$8.00	\$9.99
New Hires, W/ Experience	\$6.25 - 10.00	\$9.00 - 12.00	\$8.50	\$10.00
After Three Years W/ Firm	\$6.89 - 14.42	\$11.00 - 17.00	\$11.00	\$13.61

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Utilities Customer Service Representatives work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	21%	0%
Dental Insurance	63%	11%	0%
Vision Insurance	58%	16%	0%
Life Insurance	53%	11%	5%
Sick Leave	84%	0%	0%
Vacation	84%	0%	0%
Retirement Plan	58%	26%	0%
Child Care	0%	0%	0%

*Percentage is based on 19 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Utilities Customer Service Representatives**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", newspaper ads, and in-house promotion or transfer.

Employer Responses: 19 employers, representing 65 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 25% of workers are male, 75% are female.

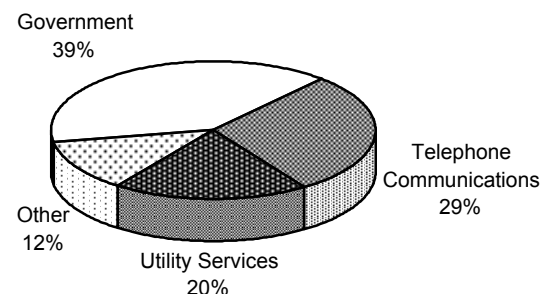
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Clerk, Customer Service Clerk, Secretary, Operator

Related DOT Code: 239.362-014, 239.367-034

Promotional Opportunities: May be promoted to billing or accounting clerk, administrative assistant, or bookkeeper

Turnover: Among employers surveyed, the rate is 7.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers responding indicate their employees are unionized.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least an associate's degree. Some indicate they require a bachelor's degree prior to hire. Additionally, it is required by the State that candidates for hire graduate from a board-approved dental hygiene program. This is generally a 24-month program within California.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience as a dental hygienist.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to identify the nature of problems
 Able to talk to others to effectively convey information
 Able to use scientific methods to solve problems
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to find ways to structure or classify multiple pieces of information
 Able to determine the kind of tools and equipment needed to do a job
 Able to weigh the relative costs and benefits of a potential action
 Able to listen to what others are saying and ask questions as appropriate
 Able to work with new material or information to grasp its implications
 Able to actively look for ways to help people
 Able to know how to control operations of equipment or systems
 Able to write legibly and effectively
 Understanding of good diet and nutrition

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$25.00 - 38.75	\$33.61
New Hires, W/ Experience	\$26.00 - 38.75	\$32.25
After Three Years W/ Firm	\$26.00 - 41.67	\$35.81

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most work part-time averaging 16 hours per week. Some work full-time at an average of 34 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	6%	0%	13%	0%	0%	0%
Dental Insurance	31%	25%	0%	6%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	25%	13%	0%	0%	0%	0%
Vacation	31%	31%	0%	0%	0%	0%
Retirement Plan	0%	6%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Dental Hygienists**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, school or program referrals, and colleges/universities.

Employer Responses: 16 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

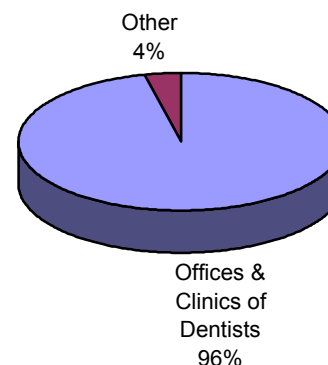
New jobs through 2006: 20

Separations to 2006: 20

Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Registered Dental Hygienist, Hygienist

Related DOT Code: 078.361-010

Promotional Opportunities: Employers report no promotional opportunities for this occupation.

Turnover: Among employers surveyed, the rate is 0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

DISPATCHERS -- POLICE, FIRE, AND AMBULANCE**OES 580020**

Dispatchers--Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require vocational or technical training prior to hire.

Experience: Most employers report they require or prefer experience in this occupation. They tend to hire applicants with 6 - 24 months of experience in the following: communications, and law enforcement.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to actively look for ways to help people
 Able to identify the nature of problems
 Able to know how to find information and identify essential information
 Able to weigh the relative costs and benefits of a potential action
 Able to adjust actions in relation to others' actions
 Able to control operations of equipment or systems
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to teach others how to do something
 Able to be aware of others' reactions and to understand why they react the way they do
 Able to develop approaches for implementing an idea

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 14.19	\$10.89
New Hires, W/ Experience	\$6.25 - 16.32	\$11.31
After Three Years W/ Firm	\$8.00 - 18.70	\$13.23

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Dispatchers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	53%	0%
Dental Insurance	53%	47%	0%
Vision Insurance	53%	40%	0%
Life Insurance	60%	20%	13%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	47%	53%	0%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Dispatchers -- Police, Fire, and Ambulance**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 86 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 - 130 (Medium)

Gender: Employers responding indicate 24% of workers are male, 76% are female.

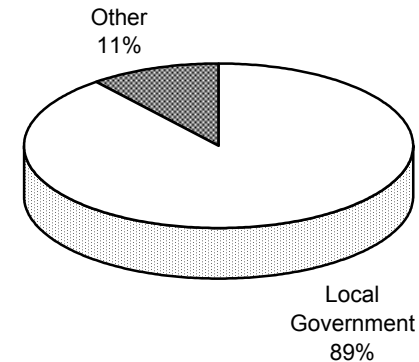
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 8.3%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Communications Dispatcher, Public Safety Dispatcher

Related DOT Code: 372.167-010, 379.162-010, 379.362-010, 379.362-018

Promotional Opportunities: May be promoted to senior dispatcher, communications supervisor, or dispatch manager

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

ELECTRICIANS**OES 872020**

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Many indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 6 - 60 months, with an average of 27 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 48 months of experience as an electrician, or involved in manufacturing, construction, or a mechanical trade. Employers report 26 months as the average amount of experience.

Skills and Qualifications:

Installing equipment, machines, wiring or programs to meet specifications
 Determining causes of operating errors and deciding what to do about it
 Repairing machines or systems using the needed tools
 Determining the kind of tools and equipment needed to do a job
 Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
 Conducting tests and inspections of products, services, or processes to evaluate quality of performance
 Using mathematics to solve problems
 Understanding written sentences and paragraphs in work related documents
 Using scientific rules and methods to solve problems
 Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 16.00	\$8.00
New Hires, W/ Experience	\$9.00 - 19.49	\$12.50
After Three Years W/ Firm	\$9.50 - 23.00	\$17.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Electricians work full time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	25%	0%
Dental Insurance	25%	13%	0%
Vision Insurance	25%	13%	0%
Life Insurance	25%	13%	0%
Sick Leave	44%	0%	0%
Vacation	56%	0%	0%
Retirement Plan	19%	31%	6%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Electricians**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, by "word of mouth", or the Employment Development Department.

Turnover: Among employers surveyed, the rate is 9.1% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 160 - 170 (Large)

Gender: Employers responding indicate 98% of workers are male, 2% are female.

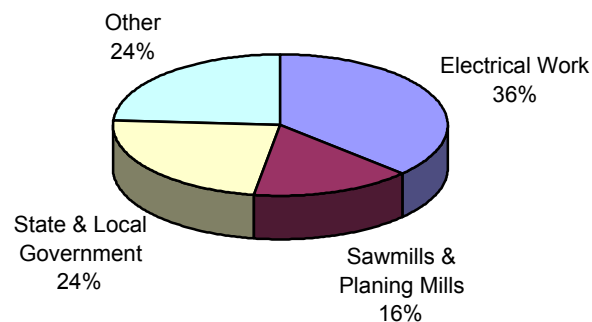
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 6.3%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect a decline in growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Maintenance Worker II--Electricity

Related DOT Code: 824.681-010, 825.381-030, 825.381-034, 824.261-010, 824.261-014, 806.381-062

Promotional Opportunities: May be promoted to foreperson, journeyman electrician, electrician technician, or plant manager

Employer Responses: 16 employers, representing 53 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

ELEMENTARY SCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION**SOC 252021**

Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers surveyed report they require a bachelor's degree when hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Employers report a range of training between 36 - 72 months, with an average of 56 months. This training reported includes formal college education.

Experience: Some employers report that they require work experience in this occupation. They report hiring applicants with 3 - 12 months of teaching experience, with an average of 10 months.

Skills and Qualifications:

Able to assess educational potential or need of students
 Able to convert information into instructional program
 Able to develop course or training objectives
 Able to select teaching materials to meet student needs
 Able to teach correct eating habits
 Able to use classroom management techniques
 Able to establish and maintain relationships with students
 Able to design classroom presentations
 Able to use motivational techniques in education
 Able to use oral or written communication techniques
 Able to resolve behavioral or academic problems
 Able to monitor and record student progress
 Able to recognize student learning levels and recognize student problems
 Able to conduct parent conferences

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$18.11 - 23.26	\$21.36
New Hires, W/ Experience	\$18.99 - 24.99	\$22.39
After Three Years W/ Firm	\$20.14 - 25.64	\$23.22

*Wages have been adjusted to reflect that teachers typically work over a 10-month period.

Hours Worked: Almost all Elementary School Teachers work full-time at an average of 36 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	40%	7%
Dental Insurance	53%	33%	7%
Vision Insurance	53%	33%	7%
Life Insurance	47%	13%	0%
Sick Leave	93%	7%	0%
Vacation	7%	0%	0%
Retirement Plan	0%	93%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Elementary School Teachers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and colleges and universities.

Employer Responses: 15 employers, representing 608 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 1250 - 1260 (Very Large)

Gender: Employers responding indicate 21% of workers are male, 79% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

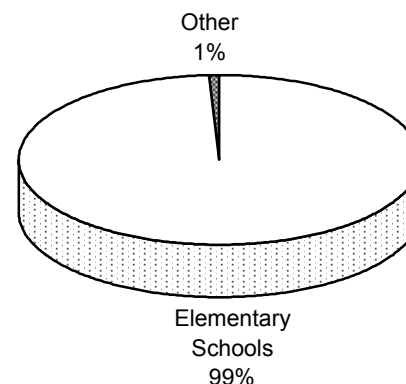
New jobs through 2008: 10

Separations to 2008: 200

Total Openings: 210

Growth Trends: The new job growth rate for this occupation is 0.8%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate a decline in employment over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Elementary Teachers, Teachers

Promotional Opportunities: May be promoted to principal or an administrative position

Turnover: Among employers surveyed, the rate is 5.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

FINANCIAL MANAGERS**SOC 113031**

Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Many require at least an associate's degree, and some require a bachelor's degree. Many employers indicate they require or prefer technical or vocational training prior to hire. This is generally sought as training in business administration or accounting. Employers report a range of training between 12 - 60 months, with an average of 42 months.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of experience as a financial manager, accountant, controller, banking, or related experience.

Skills and Qualifications:

Able to analyze financial data
 Able to analyze market conditions
 Able to analyze operational or management reports or records
 Able to conduct financial investigations
 Able to identify financial risks to company
 Able to prepare reports for management
 Able to prepare required government reports
 Able to approve or deny credit applications
 Able to approve or deny loans
 Able to compile data for financial reports
 Able to review loan applications
 Able to develop budgets
 Able to develop management control systems
 Able to monitor credit extension decisions
 Able to direct and coordinate financial activities

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient Data	N/A
New Hires, W/ Experience	\$11.51 - 38.36	\$17.21
After Three Years W/ Firm	\$12.66 - 34.90	\$18.07

Hours Worked: Of those surveyed, all Financial Managers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	60%	0%
Dental Insurance	47%	53%	0%
Vision Insurance	47%	47%	0%
Life Insurance	87%	0%	13%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	33%	60%	7%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient Data
Not Difficult		

The Job Market for: **Financial Managers**

Experienced applicants: Not Competitive

Inexperienced applicants: Insufficient Data

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, or the Internet.

Employer Responses: 15 employers, representing 29 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 140 - 150 (Medium)

Gender: Employers responding indicate 31% of workers are male, 69% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008: 10

Separations to 2008: 20

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Depository Institutions	19.0%
Local Government	11.1%
Health Services	9.2%
Social Services	8.4%
Engineering, Accounting, Research, Management	8.4%
Residential Building Construction	3.2%
Security Brokers & Dealers	3.2%
Misc. Amusement, Recreation Services	3.2%
Hotels & Motels	2.3%
Civic & Social Associations	1.9%
Other	30.1%

OTHER INFORMATION

Alternate Job Titles: Branch Manager, Controller, Fiscal Officer, Chief Financial Officer

Promotional Opportunities: May be promoted to department head, office manager, director, or other high profile managing position

Turnover: Among employers surveyed, the rate is 17.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

FIREFIGHTERS**OES 630080**

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Almost all indicate that vocational or technical training is required prior to hire. Candidates for hire are strongly encouraged to seek certification, as a majority of the fire agencies in the state require both a California State Fire Marshall (CSFM) Firefighter I certificate and an Emergency Medical Technician (EMT) - Basic certificate from applicants for a position as a firefighter.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a firefighter.

Skills and Qualifications:

Possession of agility and coordination
 Good vision and hearing
 Able to able to pass a physical performance test
 Able to pass a pre-employment medical examination
 Able to climb to high places
 Public contact skills
 Possession of clean police record
 Willing to work with close supervision
 Able to work independently
 Emergency Medical Technician Certificate
 Able to write effectively and legibly
 Able to administer emergency first aid
 Able to take vital signs
 Possession of a valid Class A driver's license

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$6.25 - 9.59	\$11.89 - 18.22	\$7.98	\$15.06
New Hires, W/ Experience	\$6.25 - 15.00	\$11.69 - 25.00	\$7.99	\$15.06
After Three Years W/ Firm	\$6.95 - 20.00	\$13.11 - 35.00	\$11.28	\$18.92

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Firefighters work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	33%	44%	0%
Vision Insurance	33%	33%	0%
Life Insurance	67%	0%	11%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	44%	0%
Child Care	11%	0%	11%

*Percentage is based on 10 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Firefighters**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, and the Internet.

Employer Responses: 10 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 450 - 470 (Very Large)

Gender: Employers responding indicate 89% of workers are male, 11% are female.

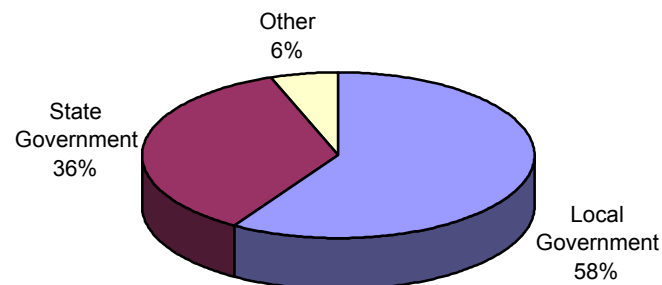
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	80
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 4.4%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Many expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 373.363-010, 373.364-010, 373.663-010, 452.364-014, 452.687-014

Promotional Opportunities: May be promoted to fire chief, engineer, supervisor, captain, or chief

Turnover: Among employers surveyed, the rate is 4.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS -- CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS OES 510020

First Line Clerical and Administrative Support Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Managers/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some require a college degree. Some employers require or prefer technical or vocational training prior to hire. Employers seeking training report a range between 12 - 72 months, with an average of 52 months.

Experience: Almost all employers report they require work experience in this occupation. They report hiring applicants with 12 - 36 months of the following experience: accounting, office management, project management, business administration, and clerical and administrative support supervision/management. Employers report 22 months as the average amount of experience.

Skills and Qualifications:

Oral communication skills
Able to write legibly and effectively
Able to read and follow instructions
Basic math skills
Willing to work with close supervision
Customer service skills
Able to pay attention to detail
Able to work independently
Problem solving skills
Supervisory skills
Able to plan and organize the work of others
Able to manage an activity or department
Able to hire and assign personnel

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 16.88	\$11.50
New Hires, W/ Experience	\$7.00 - 18.46	\$12.95
After Three Years W/ Firm	\$8.75 - 29.44	\$14.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all First Line Managers/Supervisors work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	0%	60%	20%	0%	0%
Dental Insurance	40%	0%	53%	20%	0%	0%
Vision Insurance	33%	0%	33%	7%	7%	7%
Life Insurance	47%	7%	20%	13%	7%	0%
Sick Leave	93%	20%	7%	0%	0%	0%
Vacation	93%	20%	7%	0%	0%	0%
Retirement Plan	27%	0%	60%	13%	13%	7%
Child Care	0%	0%	7%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **First Line Supervisor/Mgrs--Clerical & Admin**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and the Internet.

Turnover: Among employers surveyed, the rate is 12.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 650 - 710 Very Large)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	110
Total Openings:	170

Growth Trends: The new job growth rate for this occupation is 9.2%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 9.1%. Almost all employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	15.8%
Educational Services	15.1%
Depository Institutions	10.2%
Health Services	10.1%
Hotels, Rooming Houses, Camps, and Lodging	7.8%
Eating & Drinking Places	3.5%
Automotive Dealers & Gasoline Stations	3.4%
Insurance Carriers	3.4%
Real Estate Operators & Lessors	2.8%
Department Stores	1.4%
Other	26.5%

OTHER INFORMATION:

Alternate Job Titles: Assistant Manager, Business Manager, Office Manager, Operations Supervisor, Fiscal Coordinator

Related DOT Code: 168.167-058, 209.132-010, 211.137-010, 215.137-014, 216.132-010, 222.137-030, 248.137-018

Promotional Opportunities: May be promoted to manager, administrator, coordinator, or director

Union/Collective Bargaining: Yes. Few employers report their employees are unionized.

Employer Responses: 15 employers, representing 66 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of employers surveyed, none report a requirement for technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of experience as a food preparation worker, bus person, or other food service experience. Employers report 7 months as the average amount of experience.

Skills and Qualifications:

Sandwich making skills
 Ability to operate a cash register
 Salad making skills
 Certified as a food handler
 Knowledge of sanitary work environment
 Ability to handle multiple food orders in a timely fashion
 Ability to lift at least 30 pounds repeatedly
 Ability to work rapidly
 Ability to stand continuously for 2 or more hours
 Ability to pass a pre-employment medical examination
 Willingness to work with close supervision
 Ability to work under pressure
 Ability to work independently
 High standards of personal cleanliness
 Public contact skills / Oral communication skills
 Basic math skills

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.66	\$6.75 - 10.69	\$6.75	\$7.89
New Hires, W/ Experience	\$6.75 - 9.00	\$7.16 - 11.79	\$7.38	\$8.49
After Three Years W/ Firm	\$7.25 - 10.08	\$7.49 - 13.00	\$8.40	\$8.88

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Food Preparation Workers work full-time at an average of 34 hours per week. Some work part-time averaging 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	20%	20%	20%	0%	0%
Dental Insurance	33%	7%	20%	27%	0%	0%
Vision Insurance	33%	7%	20%	27%	0%	0%
Life Insurance	20%	27%	7%	0%	7%	7%
Sick Leave	60%	40%	0%	0%	0%	0%
Vacation	47%	40%	0%	0%	0%	0%
Retirement Plan	0%	0%	53%	40%	0%	0%
Child Care	0%	0%	7%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	
Not Difficult		X

The Job Market for: **Food Preparation Workers**
 Experienced applicants: Insufficient Data
 Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, employee referrals, and EDD.

Turnover: Among employers surveyed, the rate is 31.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 630 - 660 (Very Large)

Gender: Employers responding indicate 27% of workers are male, 73% are female.

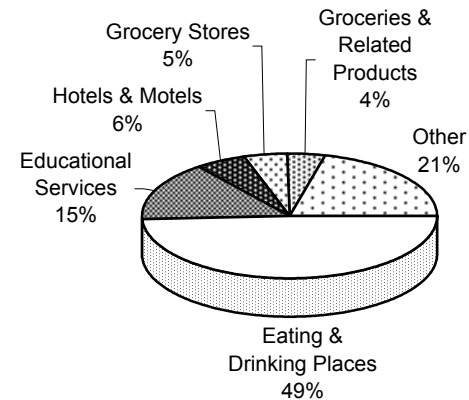
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	250
Total Openings:	280

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Cafeteria Worker, Food Service Assistant, Assistant Cook, Preparation Cook, Kitchen Help

Related DOT Code: 313.361-014, 319.677-014

Promotional Opportunities: May be promoted to cook head cook

Employer Responses: 15 employers, representing 96 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

FOREST AND CONSERVATION WORKERS**SOC 454011**

Under supervision, perform manual labor necessary to develop, maintain, or protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and building erosion and water control structures and leaching of forest soil. Includes forester aides, seedling pullers, and tree planters.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require a bachelor's degree. Most employers report they require or prefer vocational or technical training prior to hire. This training is identified as courses in forestry management, forestry economics, agricultural science, or conservations resources. Employers report a range of training between 12 - 48 months, with an average of 29 months.

Experience: Most employers report they require work experience in this occupation. They tend to hire applicants with 6 - 36 months of experience as a forest and conservation worker, fisheries worker, biologist, or forest manager. Employers report 16 months as the average amount of experience.

Skills and Qualifications:

Able to clean rooms or work areas
 Able to load, unload, or stack containers, materials, or products
 Able to move or fit heavy objects
 Able to plant, cultivate, or harvest crops, including aquaculture
 Able to package goods for shipment or storage
 Able to use herbicides, fertilizers, pesticides or related products
 Able to use portable hand spray equipment
 Able to grade, classify, or sort products according to specifications
 Able to identify crop characteristics
 Able to identify diseased, weak or undesirable trees
 Able to recognize plant diseases, tree or forest plant species
 Able to recognize wood species characteristics
 Able to read maps
 Able to read measuring or metering devices used in forestry

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 19.18	\$9.59
New Hires, W/ Experience	\$6.75 - 19.18	\$10.65
After Three Years W/ Firm	\$11.00 - 20.33	\$15.89

Hours Worked: Almost all Forest and Conservation Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	54%	0%
Dental Insurance	23%	46%	0%
Vision Insurance	15%	38%	0%
Life Insurance	38%	23%	8%
Sick Leave	62%	0%	0%
Vacation	77%	0%	0%
Retirement Plan	23%	46%	0%
Child Care	0%	17%	8%

*Percentage is based on 14 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Forest & Conservation Workers**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and colleges and universities.

Employer Responses: 14 employers, representing 77 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 400 - 410 (Very Large)

Gender: Employers responding indicate 53% of workers are male, 47% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

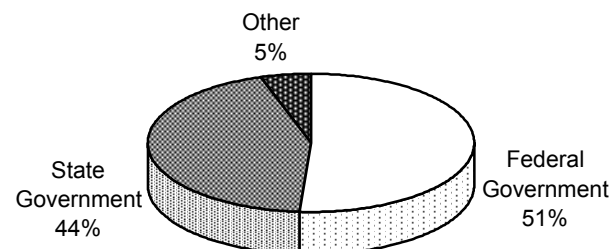
New jobs through 2008: 10

Separations to 2008: 70

Total Openings: 80

Growth Trends: The new job growth rate for this occupation is 2.5%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Forestry Technician, Natural Resource Technician, Natural Resource Conservationist

Promotional Opportunities: May be promoted to crew leader, forester, supervisor, natural resource director, or district conservationist

Turnover: Among employers surveyed, the rate is 9.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers report their employees are unionized.

GENERAL MANAGERS AND TOP EXECUTIVES**OES 190050**

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Most indicate they require at least a bachelor's degree. Many indicate they require technical or vocational training prior to hire. Employers report a range of training between 3 - 60 months, with an average of 34 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 60 months of the following various experience: general manager, sales-related, administrative assistant, executive position in government, counseling, or human service-related work. Employers report 44 months as the average amount of experience.

Skills and Qualifications:

Oral communication skills
Business math skills
Ability to write effectively
Ability to manage an activity or department
Ability to interpret data
Ability to set work priorities

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.52 - 25.89	\$14.82
New Hires, W/ Experience	\$7.90 - 38.36	\$17.26
After Three Years W/ Firm	\$8.29 - 40.27	\$19.85

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all General Managers and Top Executives work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	40%	0%
Dental Insurance	27%	40%	0%
Vision Insurance	20%	33%	0%
Life Insurance	47%	7%	0%
Sick Leave	87%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	33%	7%
Child Care	0%	13%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **General Managers & Top Executives**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: in-house promotion or transfer, newspaper ads, the Internet, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 31.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,110 - 1,220 (Very Large)

Gender: Employers responding indicate 63% of workers are male, 37% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 110

Separations to 2006: 140

Total Openings: 250

Growth Trends: The new job growth rate for this occupation is 9.9%, which is growing at an average rate. The average job growth rate for all occupations in the consortium is 9.1%. Almost all employers surveyed project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	13.2%
Automotive Dealers & Gasoline Service Stations	7.4%
Social Services	5.9%
Lumber & Wood Products, Except Furniture	5.0%
Building Materials, Hardware, Garden Supply	4.0%
Elementary & Secondary Schools	3.9%
Eating & Drinking Places	3.6%
Grocery Stores	3.5%
Miscellaneous Amusement & Recreation Services	3.4%
Hotels, Rooming Houses, Camps & Lodging	3.0%
Real Estate	2.2%
Other	44.9%

OTHER INFORMATION:

Alternate Job Titles: City Administrator, Executive Director, Deputy Director, Chief Executive Officer

Related DOT Code: 185.117-010, 187.117-018, 188.117.078, 189.117-022, 189.117-026, 189.117-034, 079.167-010

Promotional Opportunities: May be promoted to a director

Union/Collective Bargaining: Yes. Few employers report their employees are unionized.

Employer Responses: 15 employers, representing 19 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

GUARDS AND WATCH GUARDS**OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 3 - 6 months, with an average of 5 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of the following experience: guard, military, law enforcement. Employers report 12 months as the average amount of experience.

Skills and Qualifications:

Ability to operate video surveillance equipment
 Ability to write effectively and legibly
 Licensed to carry firearms
 Possession of a valid driver's license
 Ability to follow security protection procedures
 Ability to use a baton
 Ability to administer emergency first aid
 Security Guard Registration (Guard Card)
 Public contact skills / Oral communication skills
 Possession of a clean police record
 Willingness to work with close supervision
 Ability to read and follow instructions

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.00	\$7.00
New Hires, W/ Experience	\$6.75 - 9.00	\$7.88
After Three Years W/ Firm	\$6.75 - 11.00	\$9.55

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Guards and Watch Guards work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	20%	0%
Dental Insurance	20%	20%	0%
Vision Insurance	30%	10%	0%
Life Insurance	40%	0%	0%
Sick Leave	60%	0%	0%
Vacation	60%	0%	0%
Retirement Plan	10%	40%	0%
Child Care	0%	10%	10%

*Percentage is based on 10 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Guards and Watch Guards**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, the Employment Development Department, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 13.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 160 - 180 (Medium/Large)

Gender: Employers responding indicate 78% of workers are male, 22% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006: 20

Separations to 2006: 30

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Amusement & Recreation Services	34.1%
Department Stores	9.9%
Hotel, Rooming Houses, Camps & Lodging	7.6%
Real Estate Agents & Managers	6.6%
Eating & Drinking Places	5.5%
Miscellaneous Business Services	4.4%
Hospitals	4.4%
Federal Government	3.8%
Other	23.7%

OTHER INFORMATION:

Alternate Job Titles: Security Guards, Security Officers

Related DOT Code: 372.563-010, 372.667-030, 372.567-010

Promotional Opportunities: May be promoted to security supervisor, store loss prevention, director of security, regional prevention

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

Employer Responses: 10 employers, representing 87 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

HIGHWAY MAINTENANCE WORKERS**OES 877110**

Highway Maintenance Workers maintain highways, municipal and rural roads, airport runways, and right-of-way in safe condition by performing a combination of the following duties: patch broken or eroded pavement or erect and repair guard rails, highway markers, and snow fences using a posthole digger, shovel, ax, saw, hammer and nails, and power tools. They may also clear brush or plant vegetation along rights-of-way.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Employers report a range of training between 1 - 24 months, with an average of 9 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 24 months of the following experience: logging, construction, heavy equipment operation, or previous highway maintenance experience. Employers report 20 months as the average amount of experience.

Skills and Qualifications:

Possession of a valid Class B driver's license
 Ability to operate heavy machinery
 Landscape maintenance skills
 Ability to operate power hand tools
 Ability to implement safe work practices
 Knowledge of ornamental plants
 Knowledge of turf grass types
 Knowledge of basic auto mechanics
 Knowledge of tar and asphalt paving mixtures
 Ability to operate asphalt paving machines
 Knowledge of pesticides and herbicides
 Ability to perform strenuous, physically demanding work
 Ability to lift at least 75 pounds repeatedly
 Ability to work independently

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.26 - 11.31	\$10.29
New Hires, W/ Experience	\$9.26 - 14.71	\$10.80
After Three Years W/ Firm	\$10.23 - 17.24	\$13.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Highway Maintenance Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	27%	73%	0%
Vision Insurance	40%	60%	0%
Life Insurance	60%	27%	0%
Sick Leave	93%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	73%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Highway Maintenance Workers**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and in-house promotion or transfer.

Turnover: Among employers surveyed, the rate is 3.9% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 200 - 220 (Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

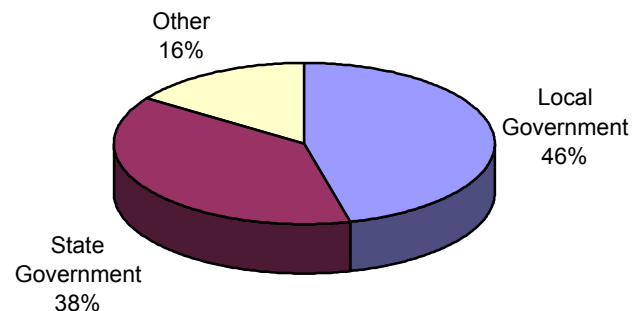
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 10.0%, which is growing at an average rate. The average new job growth rate for all occupations in the consortium is 9.1%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Public Works Maintenance Worker, Road Maintenance Worker

Related DOT Code: 899.684-014, 899.684-046

Promotional Opportunities: May be promoted to lead worker, foreperson, equipment operator, or public works superintendent

Employer Responses: 15 employers, representing 436 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Almost all employers surveyed indicate their employees are unionized.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 6 - 12 months, with an average of 9 months. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training, or 40 hours of supervised clinical training if applicant is a certified nurse assistant. Applicant for licensing must undergo a criminal background check.

Experience: Almost all employer report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 12 months of experience as a home health aide or certified nurse aide. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Able to apply transferring techniques moving patients
 Able to write effectively and legibly
 Possession of a valid driver's license
 Certificated to perform cardio pulmonary resuscitation (CPR)
 Possession of a Home Health Certificate
 Possession of a Certified Nurse Assistant qualification
 Able to prepare meals
 Able to pass a pre-employment medical examination
 Basic math skills
 Able to read and follow instructions
 Willing to work with close supervision
 Able to work independently
 Possession of a reliable vehicle

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.73	\$8.02
New Hires, W/ Experience	\$6.75 - 10.95	\$8.00
After Three Years W/ Firm	\$7.00 - 11.00	\$9.72

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Home Health Aides work full-time averaging 40 hours per week. Some work part-time at an average of 19 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	31%	0%	46%	15%	8%	0%
Dental Insurance	23%	0%	46%	15%	15%	0%
Vision Insurance	31%	0%	31%	15%	15%	0%
Life Insurance	54%	8%	8%	8%	15%	0%
Sick Leave	85%	23%	0%	0%	0%	0%
Vacation	92%	23%	0%	0%	0%	0%
Retirement Plan	15%	15%	38%	0%	8%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 13 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Home Health Aides**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and by "word of mouth".

Turnover: Among employers surveyed, the rate is 25.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 130 - 170 (Medium)

Gender: Employers responding indicate 7% of workers are male, 93% are female.

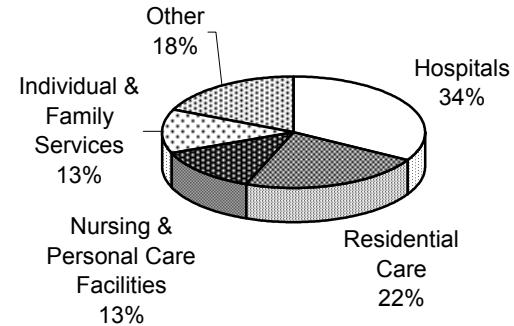
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	40
<u>Separations to 2006:</u>	10
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 30.8%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Home Health Worker, Home Health Care Worker, Home Care Aide, Residential Assistant, Care Giver

Related DOT Code: 354.377-014

Promotional Opportunities: May be promoted to medical technician, licensed vocational nurse or registered nurse (with additional education), or to supervisor position

Employer Responses: 13 employers, representing 167 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes, Few employers surveyed report their employees are unionized.

HOSTS, HOSTESSES -- RESTAURANT, LOUNGE OR COFFEE SHOP**OES 650020**

Hosts and Hostesses--Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement for vocational or technical training prior to hire.

Experience: Many employers report they prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a host or hostess, cashier, waitress, or with similar background.

Skills and Qualifications:

Able to stand continuously for two or more hours
 Willing to work with close supervision
 Public contact skills
 Able to work independently
 Able to work under pressure
 Customer service skills
 Able to operate a cash register
 Able to write effectively
 Cash handling skills
 Record keeping skills
 Able to read and follow instructions
 Basic math skills
 Oral communication skills
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 6.50	\$6.38
New Hires, W/ Experience	\$6.25 - 6.50	\$6.50
After Three Years W/ Firm	\$6.25 - 9.00	\$7.25

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Hosts and Hostesses work part-time averaging 22 hours per week. Some work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	0%	0%	0%	7%
Dental Insurance	0%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	7%
Sick Leave	0%	13%	0%	0%	0%	0%
Vacation	13%	20%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Hosts & Hostesses**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, "word of mouth", and the Employment Development Department.

Employer Responses: 15 employers, representing 124 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 150 - 170 (Medium)

Gender: Employers responding indicate 42% of workers are male, 58% are female.

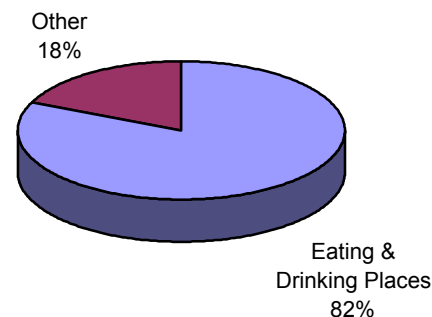
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing faster than the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Server

Related DOT Code: 310.137-010

Promotional Opportunities: May be promoted to server, waiter or waitress, shift leader, bartender, cook, or management position.

Turnover: Among employers surveyed, the rate is 65.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

HOTEL DESK CLERKS**OES 538080**

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Among those surveyed, few indicate they require technical or vocational training prior to hire. Employers seeking training indicate an average of 3 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 36 months of experience as a hotel desk clerk, or cash handling experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people
 Talking to others to convey information effectively
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Using mathematics to solve problems
 Adjusting actions in relation to others' actions
 Communicating effectively in writing as appropriate for the needs of the audience
 Being aware of others' reactions and understanding why they react as they do
 Understanding written sentences and paragraphs in work related documents

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 7.50	\$6.75
New Hires, W/ Experience	\$6.75 - 8.50	\$6.75
After Three Years W/ Firm	\$7.00 - 11.50	\$8.75

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Most Hotel Desk Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	20%	0%
Dental Insurance	0%	13%	0%
Vision Insurance	0%	7%	0%
Life Insurance	7%	7%	0%
Sick Leave	7%	0%	0%
Vacation	33%	0%	0%
Retirement Plan	0%	0%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Hotel Desk Clerks**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 41.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 80 - 100 (Small/Medium)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

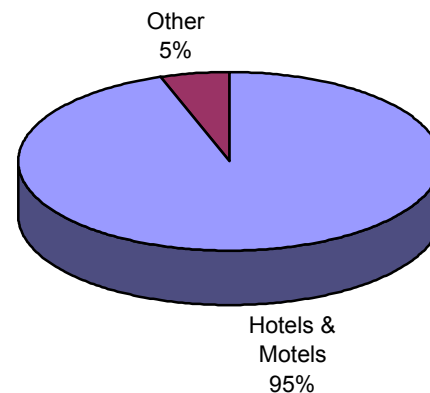
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. A few anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Innkeeper, Front Desk Person

Related DOT Code: 238.367-038

Promotional Opportunities: May be promoted to supervisor or assistant manager

Employer Responses: 15 employers, representing 61 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization in this occupation.

HUMAN SERVICE WORKERS**OES 273080**

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Many indicate they require at least an associate's degree. Many employers report they require vocational or technical training prior to hire. Employers report a range of training between 1 - 48 months, with an average of 24 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of the following experience: counseling, social work, working with children, or other public service experience. Employers report 18 months as the average amount of experience.

Skills and Qualifications:

Talking to others to convey information effectively
 Being aware of others' reactions and understanding why they react as they do
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Actively looking for ways to help people
 Selecting and using training/instructional methods and procedures appropriate for the situation when learning new things
 Communicating effectively in writing as appropriate for the needs of the audience
 Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
 Adjusting actions in relation to others' actions

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 12.00	\$8.84
New Hires, W/ Experience	\$6.75 - 14.52	\$10.00
After Three Years W/ Firm	\$6.75 - 16.55	\$11.18

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Most Human Service Workers work full-time at an average of 40 hours per week. Some work part-time averaging 25 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	7%	40%	13%	0%	7%
Dental Insurance	47%	7%	20%	7%	0%	7%
Vision Insurance	47%	7%	20%	7%	0%	7%
Life Insurance	47%	0%	20%	7%	0%	7%
Sick Leave	80%	33%	0%	7%	0%	7%
Vacation	73%	33%	0%	7%	0%	7%
Retirement Plan	40%	7%	20%	7%	13%	13%
Child Care	0%	0%	7%	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Human Service Workers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspapers ads, in-house promotion or transfer, walk-in applicants, and the Employment Development Department.

Turnover: Among employers surveyed, the rate is 17.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 170 - 190 (Medium/Large)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

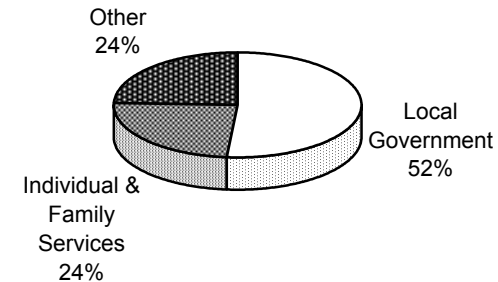
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.8%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. All employers responding project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Service Coordinator, Family Support Worker, Assistant Social Worker, Client Advocate, Program Assistant, Domestic Violence Coordinator, Peer Counselor

Related DOT Code: 195.367-010, 195.367-034, 195.367-014, 195.367-022

Promotional Opportunities: May be promoted case manager, social worker, program coordinator, or program director

Employer Responses: 15 employers, representing 130 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**SOC 537051**

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Few employers indicate they require or prefer technical or vocational training prior to hire. Those requiring such training express a range of 3 - 12 months, with an average of 8 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of experience as an industrial truck or tractor operator, log hauler, or other construction experience.

Skills and Qualifications:

Able to operate cargo handling gear
 Able to operate forklift
 Able to operate tractor with accessories or attachments
 Able to operate material moving, loading, or unloading equipment
 Able to operate packaging or banding machine or equipment
 Able to use hand or power tools
 Able to use vehicle repair tools or safety equipment
 Able to use weighing or measuring devices in transportation
 Able to load, unload, or stack containers, materials, or products
 Able to move or fit heavy objects
 Able to maintain or repair cargo or passenger vehicle
 Able to fasten attachments or accessories to tractor
 Able to maintain production or work records
 Able to perform safety inspections in manufacturing or industrial setting

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 12.38	\$9.00
New Hires, W/ Experience	\$7.13 - 14.35	\$9.89
After Three Years W/ Firm	\$9.00 - 16.05	\$12.01

Hours Worked: Almost all Industrial Truck & Tractor Operators work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	38%	0%
Dental Insurance	38%	25%	0%
Vision Insurance	38%	13%	0%
Life Insurance	44%	6%	0%
Sick Leave	44%	0%	0%
Vacation	81%	0%	0%
Retirement Plan	13%	69%	0%
Child Care	0%	6%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Industrial Truck & Tractor Operator**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and walk-in applicants.

Employer Responses: 16 employers, representing 185 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 550 (Very Large)

Gender: Employers responding indicate 80% of workers are male, 20% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008: 0

Separations to 2008: 50

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 0%, which indicates growth remains stable. The average job growth rate for all occupations in the consortium is 9.1%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Sawmills & Planing Mills	33.6%
Trucking & Courier Services	13.7%
Preserved Fruits & Vegetables	7.1%
Millwork, Plywood & Structural Members	7.1%
Miscellaneous Converted Paper Products	6.6%
Groceries & Related Products	4.7%
Miscellaneous Wood Products	3.8%
Other	23.4%

OTHER INFORMATION

Alternate Job Titles: Forklift Drivers, Forklift Operators, Yard Workers

Promotional Opportunities: May be promoted to sales position, yard supervisor, or other supervisory positions

Turnover: Among employers surveyed, the rate is 4.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

JANITORS AND CLEANERS**OES 670050**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement for technical or vocational training.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 36 months of experience as a janitor or cleaner, groundskeeper, or other maintenance experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Ability to operate floor polishing equipment
 Understanding of cleaning compounds and solutions
 Brush painting skills
 Lawn and garden care skills
 Window washing skills
 Pest extermination skills
 Painting skills
 Ceramic or floor tile repair skills
 Carpentry skills
 People skills
 Ability to shampoo carpets
 Lift at least 100 pounds repeatedly
 Possession of a reliable vehicle
 Ability to read and follow instructions
 Ability to work independently

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.75 - 13.03	\$10.39
New Hires, W/ Experience	\$7.50 - 14.37	\$10.41
After Three Years W/ Firm	\$8.50 - 15.94	\$11.26

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Janitors and Cleaners work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	53%	40%	0%
Vision Insurance	53%	27%	7%
Life Insurance	33%	20%	13%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	13%	60%	13%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Janitors and Cleaners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, or walk-in applicants.

Turnover: Among employers surveyed, the rate is 8.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 690 - 710 (Very Large)

Gender: Employers responding indicate 68% of workers are male, 32% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	110
Total Openings:	130

Growth Trends: The new job growth rate for this occupation is 2.9%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth to decline over this period.

WHERE THE JOBS ARE

Educational Services	30.2%
Services to Buildings	14.9%
Health Services	7.8%
Eating & Drinking Places	7.2%
Amusement & Recreation Services	5.2%
Hotels, Rooming Houses, Camps & Lodging	4.0%
Department Stores	3.2%
Grocery Stores	1.8%
Federal Government	1.8%
Other	23.9%

OTHER INFORMATION:

Alternate Job Titles: Custodian, Maintenance Specialist

Related DOT Code: 381.687-014, 382.664-010, 389.683-010, 381.687-026, 381.687-034, 389.687-014

Promotional Opportunities: May be promoted to head custodian, maintenance supervisor, or groundskeeper

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

Employer Responses: 15 employers, representing 104 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

LANDSCAPING AND GROUNDSKEEPING WORKERS**SOC 373011**

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a requirement or preference for training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 24 months of experience as a landscaping or groundskeeping worker, or other general maintenance experience. Employers report 14 months as the average amount of experience.

Skills and Qualifications:

Able to construct, erect, or repair wooden frameworks or structures
 Able to maintain physical building or grounds of property
 Able to move or fit heavy objects
 Able to plant, cultivate, or harvest crops, including aquaculture
 Able to finish concrete surfaces
 Able to mix paint, ingredients, or chemicals, according to specifications
 Able to use herbicides, fertilizers, pesticides or related products
 Able to use portable hand spray equipment
 Able to drive truck with capacity greater than 3 tons
 Able to operate tractor with accessories or attachments
 Able to use truck-mounted hydraulic lifts or other accessories
 Able to repair and maintain grounds keeping equipment and tools
 Able to use chain saws
 Able to use hand or power tools
 Able to resolve landscaping problems
 Able to follow horticulture irrigation techniques

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$12.00 - 12.00	\$6.75	\$12.00
New Hires, W/ Experience	\$6.75 - 8.00	\$12.00 - 18.00	\$7.00	\$12.65
After Three Years W/ Firm	\$7.75 - 13.00	\$13.07 - 19.00	\$10.00	\$13.88

Hours Worked: Some Landscaping and Groundskeeping Workers work full-time averaging 40 hours per week. Some work seasonally at an average of 30 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	20%	40%	10%
Dental Insurance	30%	20%	10%
Vision Insurance	30%	20%	0%
Life Insurance	20%	10%	0%
Sick Leave	60%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	10%	60%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Landscaping & Groundskeeping Workers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and the Employment Development Department.

Employer Responses: 15 employers, representing 50 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 700 - 750 (Very Large)

Gender: Employers responding indicate 86% of workers are male, 14% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	50
<u>Separations to 2008:</u>	130
Total Openings:	180

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE

Local Government	29.4%
Miscellaneous Amusement, Recreation Services	11.9%
Landscape & Horticultural Service	8.2%
Elementary & Secondary Schools	6.5%
Job Training & Related Services	6.5%
Hotels & Motels	5.8%
Heavy Construction, Except Highway	4.1%
Camps & Recreational vehicle Park	3.2%
Other	24.4%

OTHER INFORMATION

Alternate Job Titles: Greenskeeper, Skilled Maintenance Specialist, Maintenance Assistant

Promotional Opportunities: May be promoted to groundskeeper supervisor, or other management positions

Turnover: Among employers surveyed, the rate is 6.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES**SOC 292061**

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Employers report a range of training between 12 - 24 months, with an average of 18 months. Persons seeking employment in this occupation must be licensed by the state of California.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of experience as a licensed vocational nurse. Employers report 16 months as the average amount of experience.

Skills and Qualifications:

Able to inventory medical supplies or instruments
 Able to record medical history or data
 Able to administer injections and draw blood
 Able to collect specimens from patients
 Able to prepare patients for tests, therapy, or treatments
 Able to take vital signs
 Able to use clinical sterilizing techniques
 Able to use emergency medical procedures
 Able to use first aid procedures
 Able to use knowledge of medical terminology
 Able to use knowledge of nursing terminology
 Able to use nursing practices or procedures
 Able to use personal care procedures
 Able to use sanitation practices in health care settings
 Able to understand properties or composition of drugs

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$9.50 - 14.66	\$11.39 - 12.60	\$13.00	\$11.72
New Hires, W/ Experience	\$11.00 - 16.49	\$11.95 - 13.42	\$15.00	\$12.93
After Three Years W/ Firm	\$11.53 - 17.00	\$13.18 - 14.96	\$16.00	\$14.32

Hours Worked: Most Licensed Practical and Vocational Nurses work full time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	13%	67%	50%	0%	0%
Dental Insurance	20%	0%	67%	50%	7%	0%
Vision Insurance	33%	13%	47%	38%	13%	0%
Life Insurance	67%	38%	13%	13%	7%	0%
Sick Leave	100	63%	0%	13%	0%	0%
Vacation	100	63%	0%	25%	0%	0%
Retirement Plan	33%	13%	47%	50%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Licensed Vocational Nurses**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, and school or program referrals.

Employer Responses: 15 employers, representing 149 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 200 - 210 (Large)

Gender: Employers responding indicate 9% of workers are male, 91% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

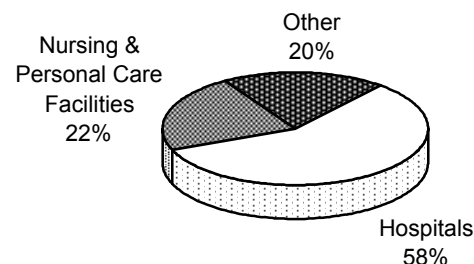
New jobs through 2008: 10

Separations to 2008: 40

Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 5.0%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: None

Promotional Opportunities: May be promoted to LVN supervisor, registered nurse (with additional education), staff developer, or other management position

Turnover: Among employers surveyed, the rate is 26.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

LOG HANDLING EQUIPMENT OPERATORS**OES 730080**

Log Handling Equipment Operators operate track or wheel type log handling equipment to unload log trucks and/or gondolas and deck logs by species, size, and sort. They may move logs by species, size, and sort. They may move logs from storage area to deck sawyer or barker area. They usually work in "dry pond" areas, but they may unload logs and drop them in ponds.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates that vocational or technical training is required prior to hire.

Experience: Of those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of log handling equipment, heavy equipment, farm equipment, excavating, front end loading, or similar experience.

Skills and Qualifications:

Able to perform strenuous, physically demanding work
 Able to work independently
 Willing to work with close supervision
 Able to operate a brazing machine
 Possession of a valid driver's license
 Log grading skills
 Log scaling skills
 Log skidding skills
 Knowledge of logging operations
 Able to follow safe equipment operating practices
 Able to operate hydraulic equipment
 Knowledge of hydraulic systems
 Able to operate logging tractors
 Able to maintain equipment
 Able to operate log yarders

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 11.00	\$10.00
New Hires, W/ Experience	\$9.00 - 17.63	\$12.00
After Three Years W/ Firm	\$12.00 - 18.00	\$14.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Log Handling Equipment Operators work seasonally averaging 48 hours per week. Some work full-time at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	36%	21%	0%
Dental Insurance	21%	14%	0%
Vision Insurance	21%	14%	0%
Life Insurance	29%	14%	0%
Sick Leave	14%	0%	0%
Vacation	36%	0%	0%
Retirement Plan	14%	36%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Log Handling Equipment Operators**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", in-house promotion or transfer, and current employee referrals.

Employer Responses: 15 employers, representing 133 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 140 - 150 (Medium)

Gender: Employers responding indicate 99% of workers are male, 1% are female.

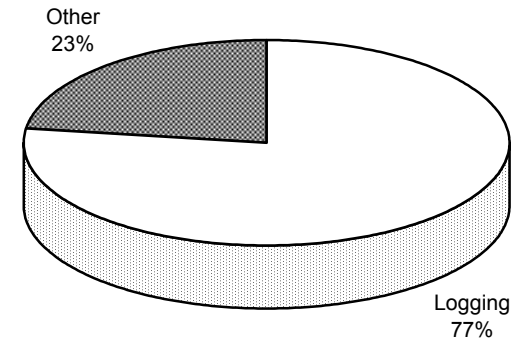
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	30
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 7.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Skidder Operator, Loader Operator, Chipper Operator, Log Loader, Equipment Operator

Related DOT Code: 929.663-010

Promotional Opportunities: May be promoted to supervisor, fitter, lead operator, mechanic

Turnover: Among employers surveyed, the rate is 5.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, none indicate a requirement or preference for technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of prior experience as a maid or housekeeper.

Skills and Qualifications:

Able to stand for prolonged periods
 Able to lift at least 50 pounds repeatedly
 Able to work independently
 Willing to work with close supervision
 Possession of a reliable vehicle
 Able to administer emergency first aid
 Able to operate commercial laundry machines
 Understanding of cleaning compounds and solutions
 Able to operate commercial vacuum cleaners
 Basic math skills
 Able to follow oral instructions
 Able to read and follow instructions
 Able to write legibly
 Oral communication skills
 Knowledge of safe use of chemicals

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.35	\$6.75
New Hires, W/ Experience	\$6.25 - 8.25	\$7.00
After Three Years W/ Firm	\$6.75 - 10.00	\$7.83

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Maids and Housekeeping Cleaners work full-time averaging 40 hours per week. Some work seasonally at an average of 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	33%	33%	7%
Dental Insurance	33%	33%	7%
Vision Insurance	33%	27%	7%
Life Insurance	33%	7%	7%
Sick Leave	60%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	7%	20%	13%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Maids and Housekeeping Cleaners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, Employment Development Department, and current employee referrals.

Employer Responses: 16 employers, representing 105 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 450 - 510 (Very Large)

Gender: Employers responding indicate 23% of workers are male, 77% are female.

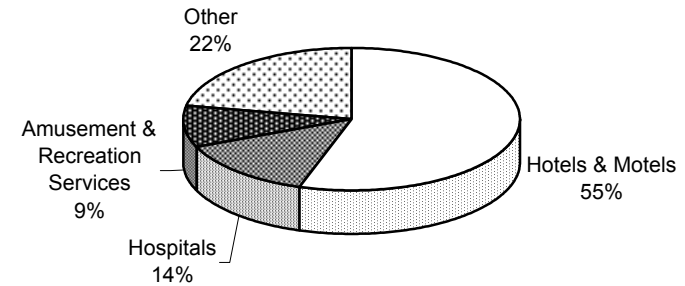
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	60
Total Openings:	120

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Environmental Aides, Housekeepers, Environmental Service Workers

Related DOT Code: 323.687-010, 323.687-014, 323.687-018

Promotional Opportunities: May be promoted to head housekeeper, desk clerk, or housekeeping supervisor

Turnover: Among employers surveyed, the rate is 17.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Some indicate they require or prefer vocational or technical training prior to hire. Employers report a range or training between 12 - 36 months, with an average of 24 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of plumbing, electrical, engine repair, or other trade experience. Employers report 30 months as the average amount of experience.

Skills and Qualifications:

Able to read and follow instructions
 Able to write legibly
 Basic math skills
 Oral communication skills
 Able to provide own hand tools
 Able to work independently
 Willing to work with close supervision
 Able to repair and install heating and air conditioning systems
 Swimming pool maintenance skills
 Plumbing, electrical, carpentry, and painting skills
 Gas and arc welding skills
 Able to do cement work
 Able to operate power hand tools
 Able to read blueprints
 Able to lift at least 50 pounds repeatedly

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience	\$7.00 - 14.38	\$9.62 - 13.23	\$7.00	\$11.47
New Hires, W/ Experience	\$7.00 - 17.26	\$10.77 - 15.00	\$12.00	\$12.79
After Three Years W/ Firm	\$8.00 - 22.20	\$11.65 - 16.50	\$14.00	\$13.99

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Maintenance Repairers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	33%	0%
Dental Insurance	47%	27%	0%
Vision Insurance	47%	27%	0%
Life Insurance	40%	7%	7%
Sick Leave	87%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	60%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Maintenance Repairers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Turnover: Among employers surveyed, the rate is 10.3% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 690 - 740 (Very Large)

Gender: Employers responding indicate 95% of workers are male, 5% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	50
<u>Separations to 2006:</u>	110
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 7.2%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE

Government	30.9%
Educational Services	14.7%
Hotels, Camps, & Other Lodging Places	8.4%
Real Estate	6.4%
Eating & Drinking Places	3.5%
Sawmills & Planing Mills	3.4%
Amusement & Recreation Services	3.4%
Job Training & Related Services	2.2%
Hospitals	1.9%
Religious Organizations	1.8%
Other	23.4%

OTHER INFORMATION:

Alternate Job Titles: Lead Maintenance, Maintenance Mechanic, Maintenance Worker

Related DOT Code: 899.261-014, 899.381-010

Promotional Opportunities: May be promoted to maintenance supervisor, services supervisor, environmental services manager

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

Employer Responses: 15 employers, representing 58 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKERS**SOC 211023**

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require at least an associate's degree. Many indicate they require at least a bachelor's degree. Almost all employers report they require or prefer vocational or technical training prior to hire. Employers report a wide range of training which may include: chemical dependency and substance abuse, crisis intervention, licensed clinical social work (LCSW), human resource education, or a degree in social work/social welfare. Employers indicate a range of training between 6 - 60 months, with an average of 33 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 12 - 36 months of experience as a mental health/substance abuse social worker, crisis intervention counselor, marriage & family therapist, domestic violence counselor, or other related social work experience, with an average of 22 months of experience.

Skills and Qualifications:

Able to relate to clients' socioeconomic conditions
 Able to collect social or personal information
 Able to counsel individuals with personal problems
 Able to empathize with others during counseling or related services
 Able to evaluate patient's skills or capacities
 Able to work with persons with mental disabilities or illnesses
 Able to conduct patient assessments
 Able to match clients to community resources
 Able to recognize physical or emotional abuse
 Able to follow confidential procedures
 Able to follow patient observation procedures
 Able to use behavior modification techniques
 Able to use conflict resolution techniques

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$10.00 - 13.50	\$13.88 - 19.11	\$12.09	\$14.95
New Hires, W/ Experience	\$10.00 - 18.00	\$11.51 - 25.88	\$12.17	\$14.95
After Three Years W/ Firm	\$11.14 - 21.00	\$12.08 - 29.76	\$15.00	\$17.13

Hours Worked: Almost all Mental Health and Substance Abuse Social Workers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	53%	0%
Dental Insurance	20%	47%	7%
Vision Insurance	13%	53%	0%
Life Insurance	33%	13%	7%
Sick Leave	87%	7%	0%
Vacation	87%	7%	0%
Retirement Plan	7%	60%	0%
Child Care	0%	7%	13%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Mental Health/Substance Abuse Social Workers**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and the Employment Development Department.

Employer Responses: 16 employers, representing 180 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 20 (Small)

Gender: Employers responding indicate 28% of workers are male, 72% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

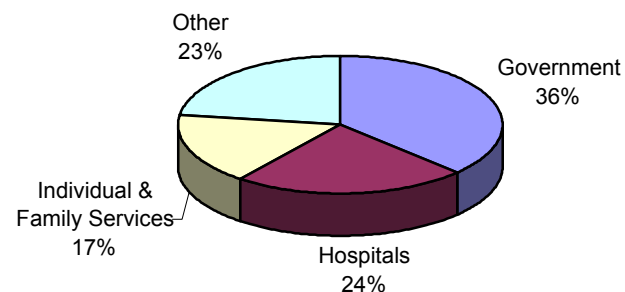
New jobs through 2008: 0

Separations to 2008: 0

Total Openings: 0

Growth Trends: The new job growth rate for this occupation is 0%, which indicates growth remains stable. The average job growth rate is 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some employers expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Drug & Alcohol Counselor, Clinical Social Worker, Substance Abuse Counselor, Case Resource Specialist, Mental Health Clinician, or Counselor

Promotional Opportunities: May be promoted to drug and alcohol administrator, coordinator, or director

Turnover: Among employers surveyed, the rate is 5.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require vocational or technical training prior to hire. Employers report a range of training between 3 - 12 months, with an average of 7 months. State certification as a nurse aide requires 100 hours of supervised clinical training and 50 hours of classroom training.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of experience as a nurse aide, with an average of 9 months.

Skills and Qualifications:

Actively looking for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Adjusting actions in relation to others' actions
 Talking to others to effectively convey information
 Generating or adapting equipment and technology to serve user needs
 Understanding written sentences and paragraphs in work documents
 Communicating effectively with others in writing as indicated by the needs of the audience
 Determining the kind of tools and equipment needed to do a job
 Watching gauges, dials, or other indicators to make sure a machine is working properly

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 9.04	\$8.28
New Hires, W/ Experience	\$7.00 - 10.00	\$8.70
After Three Years W/ Firm	\$7.25 - 10.96	\$9.69

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Most Nurse Aides work full-time at an average of 40 hours per week. Few work part-time averaging 21 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	25%	56%	0%
Dental Insurance	25%	50%	0%
Vision Insurance	38%	31%	0%
Life Insurance	50%	19%	0%
Sick Leave	88%	6%	0%
Vacation	88%	6%	0%
Retirement Plan	31%	31%	6%
Child Care	0%	13%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Nurse Aides**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, current employee referrals, and school or program referrals.

Turnover: Among employers surveyed, the rate is 42.4% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 430 - 490 (Very Large)

Gender: Employers responding indicate 16% of workers are male, 84% are female.

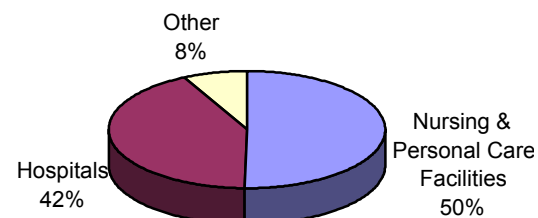
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	40
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 14.0%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant, Primary Care Giver, Care Giver

Related DOT Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

Promotional Opportunities: May be promoted to medical technician; to LVN or RN with additional education

Employer Responses: 16 employers, representing 334 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers responding indicate their employees are unionized.

OFFICE CLERKS, GENERAL**SOC 439061**

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing, or word processing, stenography, office machine operation, and filing.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Some employers indicate they require or prefer vocational or technical training prior to hire. These employers report a range of training between 6 - 12 months, with an average of 10 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of experience as an office clerk, account clerk, bookkeeper, customer service representative, or other clerical experience.

Skills and Qualifications:

Able to use accounting or bookkeeping software
 Able to use computers to enter, access or retrieve data
 Able to use spreadsheet software
 Able to use word processing or desktop publishing software
 Able to assist with business or managerial research
 Able to obtain information from individuals
 Able to fill out business or government forms
 Able to purchase requisitions
 Able to maintain appointment calendar
 Able to maintain inventory of office forms
 Able to maintain legal forms, records, reports, or files
 Able to organize legal information or records
 Able to prepare or maintain employee records
 Able to prepare tax reports
 Able to process payroll documents, records, or checks

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 11.67	\$8.50
New Hires, W/ Experience	\$6.75 - 12.25	\$9.78
After Three Years W/ Firm	\$10.00 - 14.00	\$12.25

Hours Worked: Almost all General Office Clerks work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	40%	0%
Dental Insurance	47%	27%	7%
Vision Insurance	47%	27%	0%
Life Insurance	60%	0%	20%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	33%	53%	0%
Child Care	7%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Office Clerks, General**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and the Employment Development Department.

Employer Responses: 16 employers, representing 40 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 1620 - 1670 (Very Large)

Gender: Employers responding indicate 20% of workers are male, 80% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	50
<u>Separations to 2008:</u>	220
Total Openings:	270

Growth Trends: The new job growth rate for this occupation is 3.1%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE

Government	22.9%
Educational Services	10.7%
Health Services	7.1%
Automotive Dealers & Gasoline Service Stations	4.1%
Automotive Repair Shops	3.0%
Commercial Banks	2.7%
Membership Organizations	2.7%
Grocery Stores	2.6%
Personnel Supply Services	2.6%
Department Stores	2.3%
Camps & Recreational Vehicle Parks	2.0%
Real Estate Operators & Lessors	1.9%
Miscellaneous Retail	1.9%
Other	33.5%

OTHER INFORMATION

Alternate Job Titles: Office Assistant, Administrative Assistant, Secretary, Administrative Clerk

Promotional Opportunities: May be promoted to account technician, school secretary, or office manager

Turnover: Among employers surveyed, the rate is 15.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

ORDER FILLERS, WHOLESALE AND RETAIL SALES**OES 580260**

Wholesale and Retail Sales Order Fillers fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items, completing order receipts, keeping records of out-going orders, requisitioning additional material, supplies and equipment, and other related tasks. Does not include Laborers, Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of those surveyed, none indicate a requirement or preference for technical or vocational training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of prior order filling, sales, or other retail experience.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to use mathematics to solve problems
 Able to lift 50 pounds repeatedly
 Willing to work with close supervision
 Able to work independently
 Telephone answering skills
 Able to understand inventory techniques
 Able to requisition supplies
 Record keeping skills
 Oral communication skills
 Able to write legibly
 Organizational skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 7.50	\$6.50
New Hires, W/ Experience	\$6.25 - 12.08	\$7.50
After Three Years W/ Firm	\$6.54 - 14.38	\$9.50

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Most Oder Fillers work full-time at an average of 40 hours per week. Some work seasonally averaging 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	44%	13%	6%
Dental Insurance	31%	13%	0%
Vision Insurance	25%	19%	0%
Life Insurance	31%	0%	0%
Sick Leave	56%	0%	0%
Vacation	75%	0%	0%
Retirement Plan	6%	38%	0%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Order Fillers, Wholesale and Retail Sales**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, by "word of mouth", and current employee referrals.

Employer Responses: 17 employers, representing 85 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 70 (Small)

Gender: Employers responding indicate 67% of workers are male, 33% are female.

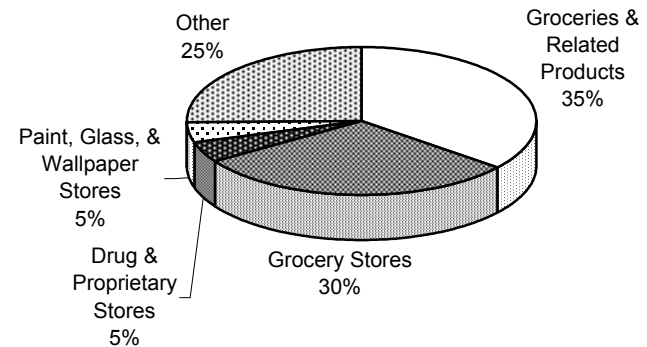
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	10
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



Alternate Job Titles: Clerk, Sales Assistant, Salesperson, Warehouse, Packing Filler

Related DOT Code: 222.487-014

Promotional Opportunities: May be promoted to checker, salesperson, supervisor, or office manager

Turnover: Among employers surveyed, the rate is 23.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

PACKERS AND PACKAGERS, HAND**SOC 537064**

Pack or package by hand a wide variety of products and materials.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Of those surveyed, no employer indicates a need for training prior to hire.

Experience: Of those surveyed, no employer reports a requirement or preference for prior work experience in this occupation.

Skills and Qualifications:

Able to load or unload material or workplace into machinery
 Able to package goods for shipment or storage
 Able to wrap products
 Able to clean rooms or work areas
 Able to load, unload, or stack containers, materials, or products
 Able to move or fit heavy objects
 Able to operate packaging or banding machine or equipment
 Able to use hand or power tools
 Able to attach or mark identification onto products or containers
 Able to maintain production or work records
 Able to examine products or work to verify conformance to specifications
 Able to perform safety inspections in manufacturing or industrial setting
 Able to sort manufacturing materials or products
 Able to measure, weigh, or count products or materials

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 8.00	\$6.75
New Hires, W/ Experience	\$6.75 - 9.00	\$7.00
After Three Years W/ Firm	\$6.75 - 10.76	\$8.00

Hours Worked: Most Hand Packers and Packagers work part-time at an average of 19 hours per week. Some work full-time averaging 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	11%	0%	33%	13%	0%	0%
Dental Insurance	11%	0%	33%	13%	0%	0%
Vision Insurance	11%	0%	33%	13%	0%	0%
Life Insurance	44%	0%	0%	0%	0%	0%
Sick Leave	22%	13%	0%	0%	0%	0%
Vacation	56%	25%	0%	0%	0%	0%
Retirement Plan	11%	0%	33%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Hand Packers and Packagers**
 Experienced applicants: Insufficient Data
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, and the Employment Development Department.

Employer Responses: 15 employers, representing 91 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 350 - 380 (Large)

Gender: Employers responding indicate 49% of workers are male, 51% are female.

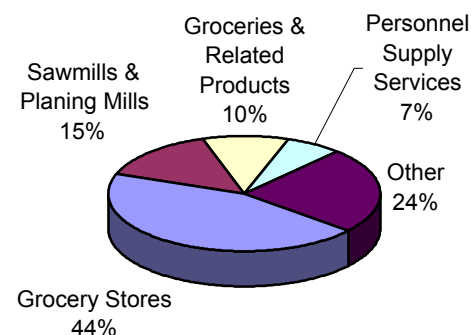
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	30
<u>Separations to 2008:</u>	70
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 8.6%, which is growing at an average rate. The average job growth rate is 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Courtesy Clerk, Warehouse Person

Promotional Opportunities: May be promoted to cashier or clerk, stock person, shipping and receiving, assistant manager, or other general merchandizing position

Turnover: Among employers surveyed, the rate is 36.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

PERSONAL AND HOME CARE AIDES**OES 680350**

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Many indicate they require technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience as a personal and home care aide or similar background.

Skills and Qualifications:

Able to talk to others to effectively convey information

Being aware of others' reactions and understanding why they react the way they do

Able to actively look for ways to help people

Able to listen to what others are saying and ask questions as appropriate

Able to teach others how to do something

Able to use logic and analysis to identify the strengths and weaknesses of different approaches

Able to identify the things that must be changed to achieve a goal

Able to observe and evaluate the outcomes of a problem solution to identify lessons learned or redirect efforts

Able to use multiple approaches when learning or teaching new things

Possession of a valid driver's license and reliable vehicle

Able to maintain high standards of personal cleanliness

Understanding of good diet and nutrition

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.00
New Hires, W/ Experience	\$6.25 - 9.20	\$7.21
After Three Years W/ Firm	\$6.50 - 10.50	\$8.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Personal and Home Care Aides work full-time at an average of 37 hours per week. Some work part-time averaging 18 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	27%	7%	0%	0%
Dental Insurance	13%	0%	27%	0%	7%	0%
Vision Insurance	13%	0%	13%	0%	7%	0%
Life Insurance	33%	7%	7%	7%	0%	0%
Sick Leave	47%	7%	0%	7%	0%	0%
Vacation	53%	7%	0%	7%	0%	0%
Retirement Plan	7%	0%	7%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Personal and Home Care Aides**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and current employee referrals.

Employer Responses: 15 employers, representing 292 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 -- 70 (Small)

Gender: Employers responding indicate 15% of workers are male, 85% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

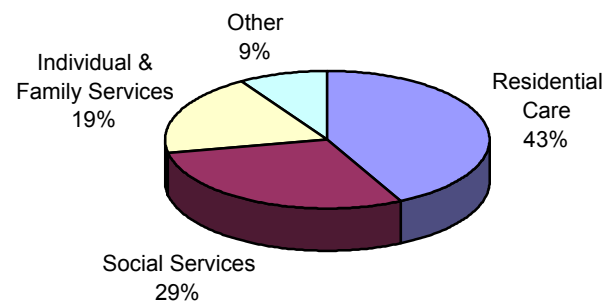
New jobs through 2006: 10

Separations to 2006: 10

Total Openings: 20

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Respite Worker, Home Care Aide, Care Giver, Care Provider, Residential Care Aide

Related DOT Code: 309.354-010, 359.573-010

Promotional Opportunities: May be promoted to supervisor, program coordinator, director, or other administrative position

Turnover: Among employers surveyed, the rate is 26.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

POLICE AND SHERIFF'S PATROL OFFICERS**SOC 333051**

Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require a high school diploma or equivalent. Almost all indicate they require or prefer technical or vocational training prior to hire. Employers report that candidates must graduate from and be certified by a valid Peace Officer Standards Training (POST) academy.

Experience: Few employers report they require or prefer work experience in this occupation. Those seeking experience report hiring applicants with 12 months of criminal justice experience.

Skills and Qualifications:

Able to gather physical evidence
 Able to read maps
 Able to apprehend or arrest suspect or perpetrator of criminal acts
 Able to enforce laws, ordinances, or regulations
 Able to issue citation or warning for violation of laws
 Able to identify firearms or weapons
 Able to recognize public safety hazards
 Able to communicate details in protective services settings
 Able to make public presentations on law enforcement issues
 Able to oversee work progress to verify safety or conformance to standards
 Able to patrol or guard area or premises
 Able to cooperate with court personnel or other law enforcement agency
 Able to follow law enforcement methods or procedures
 Able to use arrest, search, or seizure legal statutes
 Able to use knowledge of investigation techniques

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.00 - 17.26	\$13.62
New Hires, W/ Experience	\$11.00 - 19.18	\$13.90
After Three Years W/ Firm	\$12.65 - 20.62	\$15.92

Hours Worked: Among those surveyed, all Police and Sheriff's Patrol Officers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	53%	0%
Dental Insurance	47%	53%	0%
Vision Insurance	35%	47%	0%
Life Insurance	53%	12%	12%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	65%	35%	0%
Child Care	0%	0%	6%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Police and Sheriff's Patrol Officers**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, and in-house promotion or transfer.

Employer Responses: 17 employers, representing 443 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 910 - 960 (Very Large)

Gender: Employers responding indicate 97% of workers are male, 3% are female.

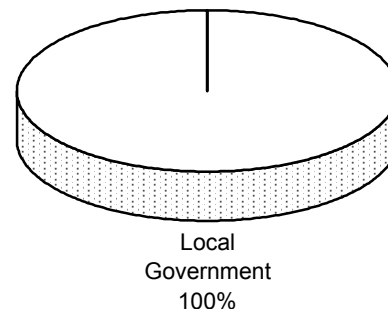
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

New jobs through 2008:	50
<u>Separations to 2008:</u>	140
Total Openings:	190

Growth Trends: The new job growth rate for this occupation is 5.5%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth to decline over this period.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Deputy Sheriffs, Police Officers

Promotional Opportunities: May be promoted to sergeant, lieutenant, detective, or investigator

Turnover: Among employers surveyed, the rate is 5.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. All employers surveyed report their employees are unionized.

REGISTERED NURSES**SOC 291111**

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RN's who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require at least an associate's degree. Some indicate they require a bachelor's degree. All employers surveyed report they require vocational or technical training prior to hire, which is consistent with state law requiring registered nurses to be licensed before practicing. Employers report a range of training between 24 - 48 months, with an average of 32 months.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 72 months of experience as a registered nurse, with an average of 22 months.

Skills and Qualifications:

Able to monitor medical oxygen equipment
 Able to record medical history or data
 Able to follow clinical radiation safety procedures
 Able to follow institutional care procedures
 Able to follow life support procedures
 Able to follow patient observation procedures
 Able to use clinical problem solving techniques
 Able to use knowledge of nursing terminology
 Able to use medical lab techniques
 Able to perform nursing practices or procedures
 Able to administer injections
 Able to administer medications or treatments
 Able to take vital signs
 Able to recognize childhood diseases

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$15.00 - 20.00	\$18.00 - 19.68	\$18.25	\$19.19
New Hires, W/ Experience	\$15.48 - 22.00	\$18.85 - 23.97	\$20.00	\$21.07
After Three Years W/ Firm	\$17.00 - 25.00	\$21.37 - 25.18	\$21.00	\$22.89

Hours Worked: Most Registered Nurses work full-time at an average of 40 hours per week. Some work part-time averaging 22 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	10%	60%	50%	0%	0%
Dental Insurance	27%	10%	60%	50%	0%	0%
Vision Insurance	33%	20%	40%	30%	13%	10%
Life Insurance	73%	20%	7%	20%	7%	10%
Sick Leave	100%	70%	0%	10%	0%	0%
Vacation	80%	60%	7%	10%	0%	0%
Retirement Plan	27%	20%	53%	40%	0%	0%
Child Care	0%	0%	7%	10%	7%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Registered Nurses**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspapers ads, the Internet, walk-in applicants, current employee referrals, and colleges and universities.

Employer Responses: 17 employers, representing 243 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 870 - 950 (Very Large)

Gender: Employers responding indicate 9% of workers are male, 91% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

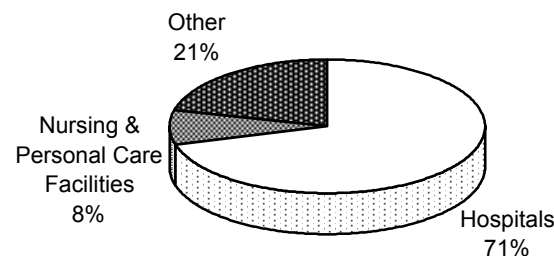
New jobs through 2008: 80

Separations to 2008: 130

Total Openings: 210

Growth Trends: The new job growth rate for this occupation is 9.2%, which is growing at an average rate. The average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: School Nurse

Promotional Opportunities: May be promoted to supervising nurse, director of staff development, director of nursing, or coordinator

Turnover: Among employers surveyed, the rate is 12.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

RESIDENTIAL COUNSELORS**OES 273070**

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Many indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 1 - 12 months, with an average of 3 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 36 months of counseling, social work, or health care-related experience. Employers report 15 months as the average amount of experience.

Skills and Qualifications:

Being aware of others' reactions and understanding why they react as they do

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Talking to others to convey information effectively

Adjusting actions in relation to others' actions

Communicating effectively in writing as appropriate for the needs of the audience

Considering the relative costs and benefits of potential actions to choose the most appropriate one

Understanding the relative costs and benefits of potential actions to choose the most appropriate one

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$6.75 - 12.00	\$8.54
After Three Years W/ Firm	\$8.00 - 14.00	\$9.80

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Many Residential Counselors work full-time at an average of 40 hours per week. Some work part-time averaging 24 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	36%	0%	21%	0%	14%	0%
Dental Insurance	14%	0%	14%	0%	0%	0%
Vision Insurance	14%	0%	14%	0%	0%	0%
Life Insurance	21%	0%	14%	0%	0%	0%
Sick Leave	64%	0%	0%	0%	0%	0%
Vacation	79%	7%	0%	0%	0%	0%
Retirement Plan	0%	0%	21%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%

*Percentage is based on 14 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Residential Counselors**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and by "word of mouth".

Turnover: Among employers surveyed, the rate is 40.6% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 180 - 200 (Large)

Gender: Employers responding indicate 23% of workers are male, 77% are female.

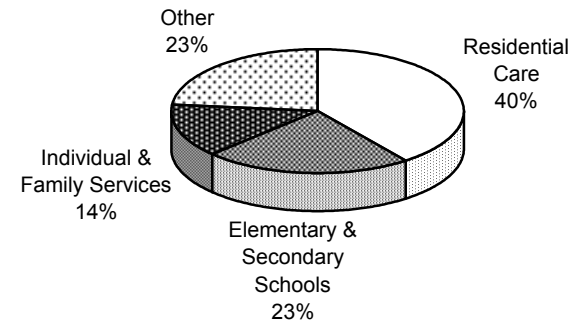
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	20
<u>Separations to 2006:</u>	30
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Administrators, Care Givers, Residence Hall Director, House Manager

Related DOT Code: 187.167-186

Promotional Opportunities: May be promoted to shelter manager, facility manager, or program director

Employer Responses: 14 employers, representing 172 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

RESPIRATORY CARE PRACTITIONERS**OES 323020**

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least an associate's degree prior to hiring an applicant for this occupation. The state requires candidates for this occupation to graduate from a respiratory therapy school reviewed and approved by the Respiratory Care Board. Licensing follows the successful completion of a 24-month training program.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months or previous experience as a respiratory care practitioner.

Skills and Qualifications:

Able to control operations of equipment or systems (includes ability to administer an electro-encephalograph and electro-cardiograph test)
 Able to assist physician during bronchoscopy
 Able to perform endotracheal intubation
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to listen to what others are saying and ask questions as appropriate
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to identify the nature of problems
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to actively look for ways to help people
 Able to write effectively and legibly
 Able to work under pressure and handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	Non-Union <u>Range</u>	Union <u>Range</u>	Non-Union <u>Median</u>	Union <u>Median</u>
New Hires, No Experience	\$15.50 - 17.00	\$13.40 - 13.40	\$16.68	\$13.40
New Hires, W/ Experience	\$14.52 - 18.00	\$13.92 - 19.00	\$16.99	\$16.46
After Three Years W/ Firm	\$16.00 - 22.00	\$15.64 - 22.00	\$19.00	\$18.82

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Respiratory Care Practitioners work full-time at an average of 38 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	11%	78%	0%
Dental Insurance	11%	78%	0%
Vision Insurance	11%	67%	0%
Life Insurance	56%	33%	0%
Sick Leave	78%	11%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	33%	0%
Child Care	0%	0%	0%

*Percentage is based on 9 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Respiratory Care Practitioners**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, walk-in applicants, current employee referrals, and in-house promotion or transfer.

Employer Responses: 9 employers, representing 36 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 60 - 80 (Small)

Gender: Employers responding indicate 53% of workers are male, 47% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

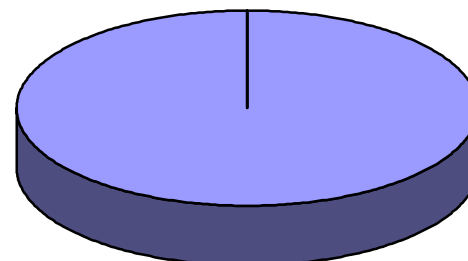
New jobs through 2006: 20

Separations to 2006: 10

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



Hospitals
100%

OTHER INFORMATION:

Alternate Job Titles: Respiratory Therapists

Related DOT Code: 076.361-014

Promotional Opportunities: May be promoted to manager, department supervisor, or director

Turnover: Among employers surveyed, the rate is 8.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

SALESPERSONS, PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Of employers surveyed, none indicates a requirement for vocational or technical training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior experience working in the following areas: shipping and receiving, stocking, cashiering, service mechanic, customer service, or parts sales.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Being aware of others' reactions and understanding why they react the way they do
 Able to inspect and evaluate the quality of products
 Able to listen to what others are saying and ask questions as appropriate
 Able to identify the nature of problems
 Able to know how to find information and identify essential information
 Able to understand written sentences and paragraphs in work documents
 Able to use mathematics to solve problems
 Able to determine what is causing an operating error and decide what to do about it
 Able to apply sales techniques
 Able to understand inventory techniques

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$6.50
New Hires, W/ Experience	\$6.25 - 10.00	\$8.00
After Three Years W/ Firm	\$7.48 - 16.11	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Parts Salespersons work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	13%	33%	0%
Vision Insurance	13%	20%	0%
Life Insurance	33%	13%	0%
Sick Leave	60%	7%	0%
Vacation	100%	0%	0%
Retirement Plan	20%	47%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	Insufficient Data	
Not Difficult		

The Job Market for: **Parts Salespersons**
Experienced applicants: Insufficient Data
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 77 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 120 (Medium)

Gender: Employers responding indicate 73% of workers are male, 27% are female.

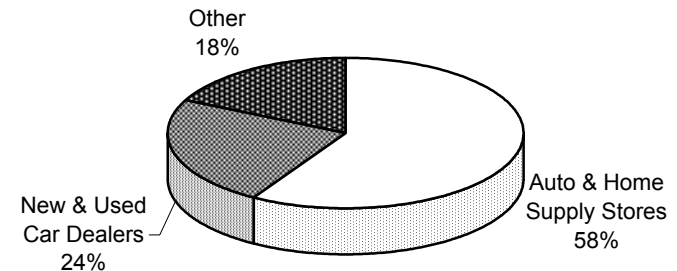
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	30
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the new job growth rate of 9.1% for occupations in the consortium. Most employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Counter Salesperson

Related DOT Code: 277.357-050, 279.357-062

Promotional Opportunities: May be promoted to parts manager, supervisor, assistant manager, or manager

Turnover: Among employers surveyed, the rate is 17.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC**OES 273050**

Social Workers (except Medical and Psychiatric), counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require at least a high school diploma or equivalent. Most indicate they require at least an associate's degree, while many report they require at least a bachelor's degree prior to hire. Most indicate they require technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience as a social worker, eligibility worker, or with a background in human services or the court system.

Skills and Qualifications:

Able to understand a variety of cultures
 Able to apply complex rules and regulations
 Able to work independently
 Leadership skills
 Able to handle crisis situations
 Possession of a clean police record
 Willing to work with close supervision
 Knowledge of veterans services
 Knowledge of protective services for children and adults
 Knowledge of family social work
 Vocational counseling skills
 Able to interview others for information
 Possession of a valid driver's license
 Understanding of court proceedings
 Able to write effectively and legibly

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.50 - 15.00	\$11.75 - 17.48	\$7.92	\$14.56
New Hires, W/ Experience	\$7.50 - 15.30	\$10.91 - 18.35	\$10.75	\$14.17
After Three Years W/ Firm	\$8.50 - 18.00	\$12.03 - 19.27	\$13.25	\$15.53

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Social Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	60%	27%	7%
Dental Insurance	60%	20%	7%
Vision Insurance	40%	20%	7%
Life Insurance	53%	20%	7%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	40%	7%
Child Care	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Social Workers -- Except Medical/Psychiatric**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, the Internet, and the Employment Development Department.

Employer Responses: 15 employers, representing 115 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 220 (Large)

Gender: Employers responding indicate 31% of workers are male, 69% are female.

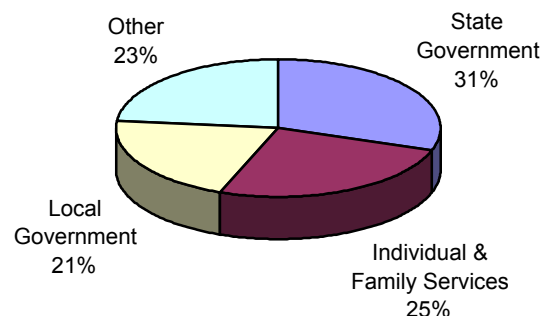
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	20
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average new job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Social Services Worker, Social Service Coordinator, Case Manager, Program Specialist

Related DOT Code: 195.267-010, 195.107-014, 195.107-018

Promotional Opportunities: May be promoted to program manager, supervisor, coordinator, executive director

Turnover: Among employers surveyed, the rate is 15.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

SPECIAL EDUCATION TEACHERS, PRESCHOOL, KINDERGARTEN, & ELEMENTARY SCHOOL SOC 252041

Teach elementary and preschool school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

EMPLOYER REQUIREMENTS

Education and Training: Of those surveyed, all employers report they require a bachelor's degree. Graduate study is consistent with the State of California's credentialing requirements for special education teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. All employers surveyed report they require 48 - 72 months of formal training prior to hire, with an average of 59 months.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of experience in this occupation, with an average of 16 months.

Skills and Qualifications:

Able to adapt course of study to meet student needs
 Able to assess educational potential or need of students
 Able to convert information into instructional program
 Able to coordinate educational content
 Able to develop course or training objectives
 Able to develop instructional materials and teaching aides
 Able to organize educational material or ideas
 Able to select teaching materials to meet student needs
 Able to teach mentally or emotionally-impaired students
 Able to use classroom management techniques
 Able to interpret ability or achievement test results
 Able to establish and maintain relationships with students
 Able to communicate student progress
 Able to empathize with others during counseling or related services
 Able to recognize physical or emotional abuse, and student problems

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$16.44 - 20.38	\$18.63
New Hires, W/ Experience	\$16.44 - 20.82	\$18.66
After Three Years W/ Firm	\$18.47 - 26.30	\$20.36

Hours Worked: Almost all Special Education Teachers work full-time at an average of 35 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	54%	46%	0%
Dental Insurance	54%	46%	0%
Vision Insurance	54%	31%	0%
Life Insurance	46%	0%	23%
Sick Leave	100%	0%	0%
Vacation	8%	0%	0%
Retirement Plan	8%	92%	0%
Child Care	0%	0%	8%

*Percentage is based on 13 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Special Education Teachers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: the Internet, newspaper ads, and colleges or universities.

Employer Responses: 13 employers, representing 235 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 14% of workers are male, 86% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 2001 TO 2008

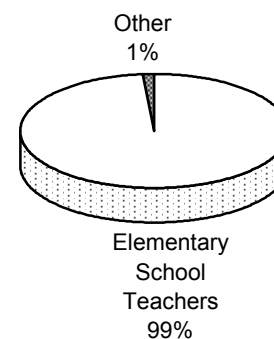
New jobs through 2008: 20

Separations to 2008: 10

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION

Alternate Job Titles: Special Day Class Teacher

Promotional Opportunities: May be promoted to program specialist, program manager, or administrative position

Turnover: Among employers surveyed, the rate is 8.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Of those surveyed, all employers report their employees are unionized.

TEACHERS, PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, almost all employers report they require an associate's degree. Most indicate they require technical or vocational training prior to hire. Employers generally express this training as the completion of 6 - 24 months of early childhood education.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of preschool teaching experience.

Skills and Qualifications:

Able to speak to others to effectively convey information
 Able to use multiple approaches when learning or teaching new things
 Able to teach others how to do something
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to adjust actions in relation to others' actions
 Able to develop approaches for implementing an idea
 Able to manage one's own time and the time of others
 Able to actively look for ways to help people
 Knowledge of child abuse and health issues
 Able to administer first aid
 Possession of a clean police record

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.20	\$6.75
New Hires, W/ Experience	\$6.25 - 12.00	\$9.21
After Three Years W/ Firm	\$6.90 - 13.07	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Preschool Teachers work full-time averaging 39 hours per week. Some work seasonally at an average of 34 hours weekly. Some work part-time averaging 21 hours per week.

Benefits (% of Employers* Offering Benefits):

	<u>Employer Paid</u>		<u>Shared Cost</u>		<u>Employee Pays All</u>	
	FT	PT	FT	PT	FT	PT
Medical Insurance	29%	6%	18%	6%	0%	0%
Dental Insurance	29%	0%	6%	6%	6%	0%
Vision Insurance	29%	0%	0%	6%	0%	0%
Life Insurance	29%	0%	0%	0%	0%	0%
Sick Leave	65%	24%	0%	6%	0%	0%
Vacation	65%	18%	0%	6%	0%	0%
Retirement Plan	18%	0%	29%	6%	0%	0%
Child Care	12%	12%	6%	6%	6%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Preschool Teachers**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, in-house promotion or transfer, and by "word of mouth".

Employer Responses: 17 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 210 -- 240 (Large)

Gender: Employers responding indicate 1% of workers are male, 99% are female.

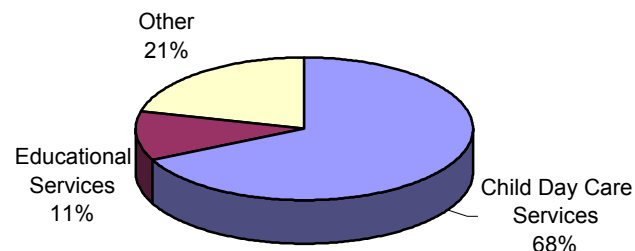
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	30
<u>Separations to 2006:</u>	30
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 14.3%, which is growing much faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Teacher, Child Development Teacher

Related DOT Code: 092.227-018

Promotional Opportunities: May be promoted to head teacher, site supervisor, or teaching director

Turnover: Among employers surveyed, the rate is 20.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

TEACHERS -- SECONDARY SCHOOL**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a bachelor's degree or equivalent. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for this occupation. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university. Employers report a range of training between 12 - 72 months, with an average of 48 months. This training reported includes formal college education.

Experience: Many employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of teaching experience, with an average of 26 months.

Skills and Qualifications:

Talking to other to convey information effectively
Teaching others how to do something
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
Understanding written sentences and paragraphs in work documents
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
Being aware of others' reactions and understanding why they react as they do
Using mathematics to solve problems
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
Communicating effectively in writing as appropriate for the needs of the audience

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$19.47 - 27.35	\$24.06
New Hires, W/ Experience	\$22.35 - 37.80	\$26.18
After Three Years W/ Firm	\$24.58 - 39.97	\$27.99

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Secondary School Teachers work full-time averaging 38 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	69%	25%	0%
Vision Insurance	69%	25%	0%
Life Insurance	44%	6%	13%
Sick Leave	100%	0%	0%
Vacation	13%	0%	0%
Retirement Plan	13%	81%	0%
Child Care	0%	0%	6%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Secondary School Teachers**

Experienced applicants: Insufficient Data

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, colleges and universities.

Turnover: Among employers surveyed, the rate is 5.7% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 620 - 660 (Very Large)

Gender: Employers responding indicate 43% of workers are male, 57% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

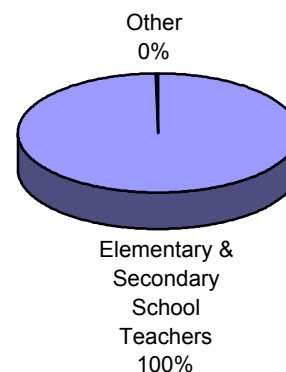
New jobs through 2006: 40

Separations to 2006: 140

Total Openings: 180

Growth Trends: The new job growth rate for this occupation is 6.5%, which is growing slower than the average new job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect a decline in growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Certified Teacher, High School Teacher

Related DOT Code: 091.227-010, 091.221-010

Promotional Opportunities: May be promoted to principal, vice principal, or other administrative position

Employer Responses: 16 employers, representing 563 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: Yes. Almost all employers surveyed report their employees are unionized.

TELLERS**OES 531020**

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Of those surveyed, none indicates a requirement or preference for prior vocational or technical training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of experience as a teller, cashier, customer service representative, or other cash handling experience.

Skills and Qualifications:

Able to use mathematics to solve problems
 Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Able to be aware of others' reactions and understand why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to understand written sentences and paragraphs in work documents
 Able to identify the nature of problems
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to perform routine, repetitive work
 Able to stand continuously for 2 or more hours
 Willingness to work with close supervision
 Alphabetic and numeric filing skills
 Basic computer software skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 8.50	\$7.49
New Hires, W/ Experience	\$7.50 - 9.50	\$8.33
After Three Years W/ Firm	\$8.00 - 11.00	\$9.67

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Many Tellers work part-time at an average of 25 hours per week. Some work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	13%	53%	73%	0%	7%
Dental Insurance	7%	13%	53%	73%	0%	7%
Vision Insurance	7%	13%	33%	47%	7%	13%
Life Insurance	27%	40%	20%	27%	7%	20%
Sick Leave	53%	80%	0%	7%	0%	0%
Vacation	60%	87%	0%	7%	0%	0%
Retirement Plan	7%	0%	40%	60%	0%	13%
Child Care	0%	0%	0%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Tellers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 117 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 290 (Large)

Gender: Employers responding indicate 14% of workers are male, 86% are female.

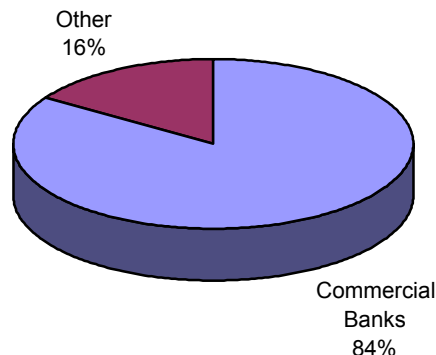
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	90
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Most employers project their firm's employment in this occupation to remain stable over the next two years. Some expect growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Financial Service Representative, Member Service Representative, Customer Service Teller

Related DOT Code: 211.362-014, 211.362-018, 211.382-010, 219.462-010

Promotional Opportunities: May be promoted to senior teller, vault teller, new accounts, loan officer, operations officer, branch supervisor, or manager

Turnover: Among employers surveyed, the rate is 21.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

TIRE REPAIRERS AND CHANGERS**OES 859530**

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require vocational or technical training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of tire repairing and changing, mechanical, or automotive experience.

Skills and Qualifications:

Able to repair machines or systems using the needed tools
 Able to determine the kind of tools and equipment needed to do a job
 Able to control operations of equipment or systems
 Able to identify the nature of problems
 Able to install equipment, machines, wiring, or programs to meet specifications
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to inspect and evaluate the quality of products
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to lift at least 100 pounds repeatedly
 Able to apply sales techniques
 Able to work independently
 Possession of a valid driver's license
 Public contact skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25 - 9.00	\$7.00
New Hires, W/ Experience	\$6.25 - 9.00	\$8.00
After Three Years W/ Firm	\$7.00 - 14.10	\$10.00

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/01.

Hours Worked: Almost all Tire Repairers and Changers work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	20%	0%
Dental Insurance	13%	20%	7%
Vision Insurance	7%	20%	0%
Life Insurance	27%	13%	0%
Sick Leave	27%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	20%	27%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	Insufficient Data	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Tire Repairers and Changers**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, newspaper ads, and current employee referrals.

Employer Responses: 15 employers, representing 73 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 70 (Small)

Gender: Employers responding indicate 99% of workers are male, 1% are female.

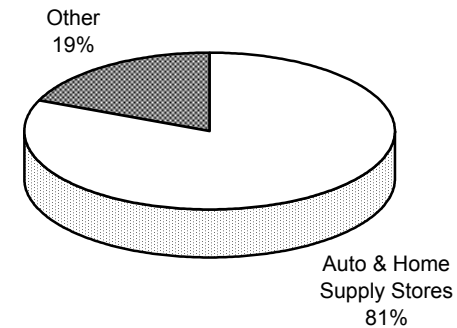
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	0
<u>Separations to 2006:</u>	20
Total Openings:	20

Growth Trends: The new job growth rate for this occupation is 0%, indicating growth remains stable relative to the average job growth rate of 9.1% for all occupations in the consortium. Many employers project their firm's employment in this occupation to grow over the next two years. Some anticipate employment to remain stable over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Tire Repairman, Technical Tire Installer, Technician

Related DOT Code: 915.684-010

Promotional Opportunities: May be promoted to head mechanic, tire manager, service writer, assistant manager

Turnover: Among employers surveyed, the rate is 27.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

TRUCK DRIVERS, LIGHT -- INCLUDING DELIVERY AND ROUTE WORKERS**OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Few indicate they require technical or vocational training prior to hire. Those seeking training indicate an average of 3 months.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 12 months of truck driving, fork lift, or shipping and receiving experience. Employers report 8 months as the average amount of experience.

Skills and Qualifications:

Knowledge of local streets
 Ability to operate a forklift
 Ability to read invoices
 Record keeping skills
 Ability to load and unload freight
 Map reading skills
 Ability to lift at least 75 pounds repeatedly
 Ability to pass a pre-employment medical examination
 Possession of a good DMV driving record
 Ability to work independently
 Oral communication skills
 Basic math skills
 Ability to read and follow instructions
 Ability to write legibly

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 10.00	\$8.00
New Hires, W/ Experience	\$6.75 - 13.00	\$10.00
After Three Years W/ Firm	\$10.00 - 16.00	\$12.00

*Wages reflect economic situation subsequent to minimum wage change of 01/01/02.

Hours Worked: Almost all Light Truck Drivers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	27%	7%	7%
Dental Insurance	13%	13%	7%
Vision Insurance	7%	13%	7%
Life Insurance	13%	0%	20%
Sick Leave	27%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	13%	20%	0%
Child Care	0%	0%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	Insufficient Data	X
Not Difficult		

The Job Market for: **Truck Drivers, Light**
Experienced applicants: Insufficient Data
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: "word of mouth", walk-in applicants, and newspaper ads.

Turnover: Among employers surveyed, the rate is 10.2% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 460 - 520 (Very Large)

Gender: Employers responding indicate 94% of workers are male, 6% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	60
<u>Separations to 2006:</u>	50
Total Openings:	110

Growth Trends: The new job growth rate for this occupation is 13.0%, which is growing faster than the average job growth rate of 9.1% for all occupations in the consortium. Many employers surveyed project their firm's employment in this occupation to remain stable over the next two years. Many anticipate growth over this period.

WHERE THE JOBS ARE

Trucking & Courier Services, Except Air	40.7%
Automotive Dealers & Gasoline Stations	8.5%
Groceries & Related Products	5.6%
Air Transportation	5.0%
Petroleum & Petroleum Products	3.6%
Automotive Repair Shops	3.5%
Miscellaneous Equipment Rental & Leasing	3.1%
Fuel Dealers	2.9%
Eating & Drinking Places	2.7%
Other	24.4%

OTHER INFORMATION:

Alternate Job Titles: Delivery Driver, Tow Truck Driver, Route Driver

Related DOT Code: 906.683-010, 906.683-014, 906.683-018, 906.683-022, 913.663-018, 919.663-022

Promotional Opportunities: May be promoted to shipping and receiving clerk, warehouse supervisor, manager

Union/Collective Bargaining: No. Employers surveyed report no unionization for this occupation.

Employer Responses: 15 employers, representing 62 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

VOCATIONAL AND EDUCATIONAL COUNSELORS**OES 315140**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school degree or equivalent. Most require at least a bachelor's degree. Most indicate they require or prefer vocational or technical training prior to hire. Employers report a range of training between 24 - 72 months, with an average of 44 months.

Experience: Almost all employers report they require or prefer work experience in this occupation. They report hiring applicants with 6 - 60 months of the following experience: counseling, working with elderly or youth, teaching, or other human services experience. Employers report 32 months as the average amount of experience.

Skills and Qualifications:

Talking to others to convey information effectively
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Actively looking for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
 Understanding written sentences and paragraphs in work related documents
 Understanding the implications of new information for both current and future problem-solving and decision-making

WAGES AND BENEFITS

<u>*Wages:</u>	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 12.47	\$14.38 - 17.74	\$10.50	\$16.06
New Hires, W/ Experience	\$7.50 - 16.53	\$11.94 - 35.96	\$11.03	\$20.74
After Three Years W/ Firm	\$8.25 - 18.22	\$15.00 - 38.36	\$12.70	\$21.82

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

Hours Worked: Almost all Vocational and Educational Counselors work full time averaging 39 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	40%	0%
Dental Insurance	53%	33%	0%
Vision Insurance	47%	33%	0%
Life Insurance	33%	33%	7%
Sick Leave	80%	7%	0%
Vacation	60%	7%	0%
Retirement Plan	20%	60%	7%
Child Care	0%	7%	13%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Vocational and Educational Counselors**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Employment Development Department, and the Internet.

Turnover: Among employers surveyed, the rate is 12.0% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 300 - 310 (Large)

Gender: Employers responding indicate 18% of workers are male, 82% are female.

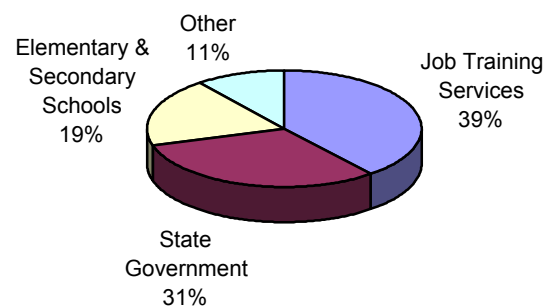
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	10
<u>Separations to 2006:</u>	50
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 3.3%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Career Counselor, Vocational Services Advisor, Training Specialist, Resource Specialist

Related DOT Code: 045.107-010, 045.107-042, 045.117-010, 090.107-010, 169.267-026

Promotional Opportunities: May be promoted to senior career counselor, program manager, or assistant director

Union/Collective Bargaining: Yes. Many employers responding indicate their employees are unionized.

Employer Responses: 15 employers, representing 56 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

EMPLOYER REQUIREMENTS

Education and Training: Few employers report they require a high school diploma. Few indicate they prefer vocational or technical training prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They report hiring applicants with 3 - 24 months of experience as a waiter/waitress, bartender, or other food service related experience. Employers report 10 months as the average amount of experience.

Skills and Qualifications:

Actively looking for ways to help people
 Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
 Talking to others to convey information effectively
 Communicating effectively in writing as appropriate for the needs of the audience
 Being aware of others' reactions and understanding why they react as they do
 Using mathematics to solve problems

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75 - 6.75	\$6.75
New Hires, W/ Experience	\$6.75 - 6.75	\$6.75
After Three Years W/ Firm	\$6.75 - 8.00	\$6.75

*Wages reflect economic situation subsequent to state minimum wage change of 01/01/02.

*All employers surveyed indicate that waiters/waitresses earn tips in addition to wages.

Hours Worked: Most Waiters & Waitresses work part-time averaging 24 hours per week. Some work full-time at an average of 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	0%	0%	0%	0%
Dental Insurance	0%	0%	0%	0%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	0%	6%	0%	0%	0%	0%
Sick Leave	13%	13%	0%	0%	0%	0%
Vacation	25%	13%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Waiters and Waitresses**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, newspaper ads, the Employment Development Department, and current employee referrals.

Turnover: Among employers surveyed, the rate is 53.5% for employees in this occupation over the past 12 months.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

Size of Employment: 1,090 - 1,170 (Very Large)

Gender: Employers responding indicate 6% of workers are male, 94% are female.

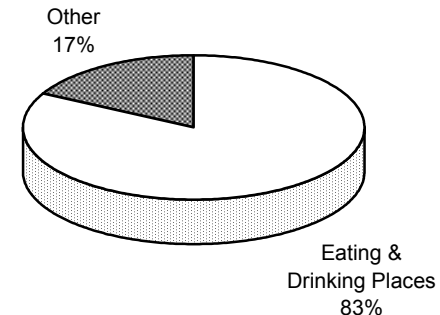
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1999 TO 2006

New jobs through 2006:	80
<u>Separations to 2006:</u>	440
Total Openings:	520

Growth Trends: The new job growth rate for this occupation is 7.3%, which is growing slower than the average job growth rate of 9.1% for all occupations in the consortium. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

WHERE THE JOBS ARE



OTHER INFORMATION:

Alternate Job Titles: Servers

Related DOT Code: 311.677-010, 311.674-018, 311.477-030, 311.477-026

Promotional Opportunities: May be promoted to head waiter/waitress, supervisor, assistant manager or manager

Employer Responses: 18 employers, representing 140 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

2003 - 2004

***NORTHERN RURAL TRAINING & EMPLOYMENT
CONSORTIUM (NoRTEC)***

TRAINING

DIRECTORY

OVERVIEW

The *2003/2004 Northern Rural Training & Employment Consortium (NoRTEC) Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the NoRTEC Consortium, the Labor Market Information Division of the State of California Employment Development Department, and the California Career Resource Network (CalCRN).

CalCRN is an interagency, state-level network created to provide support for career guidance and academic counseling programs designed to promote improved career and education decision making by individuals. CalCRN receives Carl D. Perkins funding from the US Department of Education and is part of the nationwide America's Career Resource Network (ACRN). At present the participating members of the CalCRN are:

- [California Department of Education](#)
- [Chancellor's Office of the California Community Colleges](#)
- [Employment Development Department](#)
- [Bureau for Private Postsecondary and Vocational Education](#)
- [Department of Rehabilitation](#)
- [Department of Social Services](#)
- [California Technology, Trade and Commerce Agency](#)
- [Employment Training Panel](#)
- [California Workforce Investment Board](#)

CalCRN is California's primary resource for career guidance and planning information to assist youth and adult career seekers. The mission of the CalCRN is to provide youth and adults with the career information and resources that enable them to reach their career goals.

The purpose of the *2003/2004 NoRTEC Training Directory* is to provide basic information on the training programs available to residents of the NoRTEC Consortium. Unless otherwise noted, the programs listed are those that prepare persons for entry into one or more specific occupations.

The Employment Development Department (EDD) does not endorse the schools listed in the training directory. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile. Please contact us if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the consortium.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

LOCAL TRAINING PROVIDERS

Training is provided in the consortium for these occupations that were surveyed in Program Year 2003. Please refer to updated course catalogs or contact providers directly for current information. Training provider information may be found in the following pages:

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

DEL NORTE REGIONAL OCCUPATIONAL PROGRAM
LASSEN COMMUNITY COLLEGE
LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
PLUMAS SIERRA COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

BUS DRIVERS, TRANSIT AND INTERCITY

FOSTER ELITE TRUCK DRIVING SCHOOL

CASHIERS

LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM

CHILD CARE WORKERS

TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

COMPUTER SUPPORT SPECIALISTS

COLLEGE OF THE SISKIYOU

COOKS, RESTAURANT

PLUMAS SIERRA COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

FOREST AND CONSERVATION WORKERS

FEATHER RIVER COLLEGE
LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES

LASSEN COMMUNITY COLLEGE
COLLEGE OF THE REDWOODS
COLLEGE OF THE SISKIYOU

OFFICE CLERKS, GENERAL

COLLEGE OF THE SISKIYOU
FEATHER RIVER COLLEGE
LEARNING CENTERS OF TEHAMA COUNTY
MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM

POLICE AND SHERIFF'S PATROL OFFICERS

COLLEGE OF THE SISKIYOU
LASSEN COMMUNITY COLLEGE

REGISTERED NURSES

FEATHER RIVER COLLEGE

SPECIAL EDUCATION TEACHERS, PRESCHOOL, KINDERGARTEN, ELEMENTARY

FEATHER RIVER COLLEGE

Training is not provided within the county for these occupations that were surveyed in 2003:

AMUSEMENT AND RECREATION WORKERS

ELEMENTARY SCHOOL TEACHERS

FINANCIAL MANAGERS

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

LANDSCAPING AND GROUNDSKEEPING WORKERS

MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKERS

PACKERS AND PACKAGERS, HAND

Provider: COLLEGE OF THE REDWOODS
Physical Address: 883 W. WASHINGTON BLVD.
 CRESCENT CITY CA, 95531
School Type: Community Colleges

Phone: (707) 465-2300
Fax: (707) 464-6867
Internet/URL: www.redwoods.edu#http://www.redwoods.edu#
Email: Not Available

Occupational Title:
 LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

Training Program(s):
 Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert, Dipl)

Provider: COLLEGE OF THE SISKIYOU
Physical Address: 800 COLLEGE AVENUE
 WEED CA, 96094-2899
School Type: Community Colleges

Phone: (530) 938-4461
Fax: (530) 938-5227
Internet/URL: <http://www.siskiyous.edu/>
Email: <mailto:info@siskiyous.edu>

Occupational Title:
 LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES
 OFFICE CLERKS, GENERAL
 POLICE AND SHERIFF'S PATROL OFFICERS

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Training Program(s):
 Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert, Dipl)
 General Office Occupations and Clerical Services
 Criminal Justice/Police Science

Provider: DEL NORTE REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 301 W. WASHINGTON BLVD.
 CRESCENT CITY CA, 95531
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (707) 464-0780
Fax: (707) 464-0295
Internet/URL: <http://www.delnorte.k12.ca.us/>
Email: lfugate@delnorte.k12.ca.us

Occupational Title:
 AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: Yes
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Training Program(s):
 Automobile/Automotive Mechanics Technology/Technician

Provider: FEATHER RIVER COLLEGE
Physical Address: 570 GOLDEN EAGLE AVENUE
 QUINCY CA, 95971-6023
School Type: Community Colleges
Phone: (530) 283-0202
Fax: (530) 283-3757
Internet/URL: <http://www.frc.edu>
Email: <mailto:info@frc.edu>

Occupational Title:
 FOREST AND CONSERVATION WORKERS
 OFFICE CLERKS, GENERAL
 REGISTERED NURSES
 SPECIAL EDUCATION TEACHERS, PRESCHOOL, KINDERGARTEN, AND ELEMENTARY SCHOOL

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: Yes
Open Entry/Open Exit: Yes
Distance Learning: Yes
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

Training Program(s):
 Forestry, General
 General Office Occupations and Clerical Services
 Nursing, Other
 Special Education and Teaching, General

Provider: FOSTER ELITE TRUCK DRIVING SCHOOL
Physical Address: 440 ANTELOPE, SUITE 22
 RED BLUFF CA, 96080
School Type: Proprietary (Private) Business and Technical Schools
Phone: (800) 927-3535
Fax: (530) 527-5427
Internet/URL: <http://not applicable>
Email: fosterelite@tco.net

Occupational Title:
 BUS DRIVERS, TRANSIT AND INTERCITY

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	Yes		

Training Program(s):
 Truck and Bus Driver/Commercial Vehicle Operation

Provider: LASSEN COMMUNITY COLLEGE
Physical Address: HIGHWAY 139
 SUSANVILLE CA, 96130-3000
School Type: Community Colleges
Phone: (530) 257-6181
Fax: (530) 257-8964
Internet/URL: <http://www.lassen.cc.ca.us>
Email: sbeckw@lassen.cc.ca.us

Occupational Title:
 AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
 LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES
 POLICE AND SHERIFF'S PATROL OFFICERS

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	Yes		
ESL:	No		

Training Program(s):
 Automobile/Automotive MechanicsTechnology/Technician
 Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert, Dip)
 Criminal Justice/Police Science

Provider: LASSEN COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 472-013 JOHNSTONVILLE ROAD NO.
 SUSANVILLE CA, 96130
School Type: Secondary Schools with Occupational Programs (ROP and
 vocational/occupational education)
Phone: (530) 257-2196
Fax: (530) 257-2518
Internet/URL: <http://www.lcoe.org/services/rop.htm>
Email: Not Available

Occupational Title:
 AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
 CASHIERS
 FOREST AND CONSERVATION WORKERS

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	No		

Training Program(s):
 Automobile/Automotive Mechanics Technology/Technician
 Retailing and Retail Operations
 Natural Resources/Conservation, General

Provider: LEARNING CENTER OF TEHAMA COUNTY
Physical Address: 20 ANTELOPE BLVD.
 RED BLUFF CA, 96080
School Type: Public Adult Schools with Occupational Programs
Phone: (530) 527-0188
Fax: (530) 527-0273
Internet/URL: <http://www.tchp.org/members/tlc.html>
Email: lctc@snowcrest.net

Occupational Title:
 OFFICE CLERKS, GENERAL

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Training Program(s):
 General Office Occupations and Clerical Services

Provider: LEARNING CENTERS OF TEHAMA COUNTY
Physical Address: 615 FOURTH STREET
CORNING CA, 96021
School Type: Public Adult Schools with Occupational Programs
Phone: (530) 824-2825
Fax: (530) 824-5907
Internet/URL: <http://www.lctconline.net>
Email: <mailto:hvietti@mineralschool.net>

Occupational Title:
OFFICE CLERKS, GENERAL

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry/Open Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

Training Program(s):
General Office Occupations and Clerical Services

Provider: MODOC COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 139 HENDERSON STREET
ALTURAS CA, 96101
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 5302337103
Fax: (530) 233-5531
Internet/URL: <http://www.mcoecoe.org>
Email: <mailto:vanston@hola.net>

Occupational Title:
AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
OFFICE CLERKS, GENERAL

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Development:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry/Open Exit:	No		
Distance Learning:	No		
ESL:	No		

Training Program(s):
Automobile/Automotive Mechanics Technology/Technician
General Office Occupations and Clerical Services

Provider: PLUMAS SIERRA COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 50 CHURCH STREET
QUINCY CA, 95971
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (530) 283-6500
Fax: (530) 283-6509
Internet/URL: <http://www.pcoe.k12.ca.us>
Email: jcarter@pcoe.k12.ca.us

Occupational Title:
AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
COOKS, RESTAURANT

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Training Program(s):
Automobile/Automotive Mechanics Technology/Technician
Culinary Arts/Chef Training

Provider: TEHAMA COUNTY REGIONAL OCCUPATIONAL PROGRAM
Physical Address: 1135 LINCOLN ST
RED BLUFF CA, 96080
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: (530) 527-5811
Fax: (530) 529-4120
Internet/URL: <http://www.tcde.tehama.k12ca.us>
Email: mailto:cdalton@tcde.tehama.k12ca.us

Occupational Title:
AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
CHILD CARE WORKERS
COOKS, RESTAURANT
FOREST AND CONSERVATION WORKERS
OFFICE CLERKS, GENERAL

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Development: Yes
Counseling: Yes
Child Care: No
Open Entry/Open Exit: No
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

Training Program(s):
Automobile/Automotive Mechanics Technology/Technician
Child Care Provider/Assistant
Culinary Arts/Chef Training
Natural Resources/Conservation, General
General Office Occupations and Clerical Services

Phone

Fax

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation:		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s):	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:	
b. In this occupation , how many are:	Number of Males:	Number of Females:
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not Provided</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
b. What skills are important for career advancement?			_____					
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____ _____								
17. What other new skills are needed to perform the duties of this occupation?					_____			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> In-house promotions or transfers</div> <div style="width: 33%;"><input type="checkbox"/> Newspaper ads</div> <div style="width: 33%;"><input type="checkbox"/> Internet</div> <div style="width: 33%;"><input type="checkbox"/> EDD</div> <div style="width: 33%;"><input type="checkbox"/> Walk-in applicants</div> <div style="width: 33%;"><input type="checkbox"/> Colleges/Universities</div> <div style="width: 33%;"><input type="checkbox"/> School/program referrals</div> <div style="width: 33%;"><input type="checkbox"/> Union hall referrals</div> <div style="width: 33%;"><input type="checkbox"/> Employee referrals</div> <div style="width: 33%;"><input type="checkbox"/> Private employment agencies</div> <div style="width: 33%;"><input type="checkbox"/> Trade journals</div> <div style="width: 33%;"><input type="checkbox"/> Other (Please specify): _____</div> </div>								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			



The California Cooperative
CCOIS
Occupational Information System

